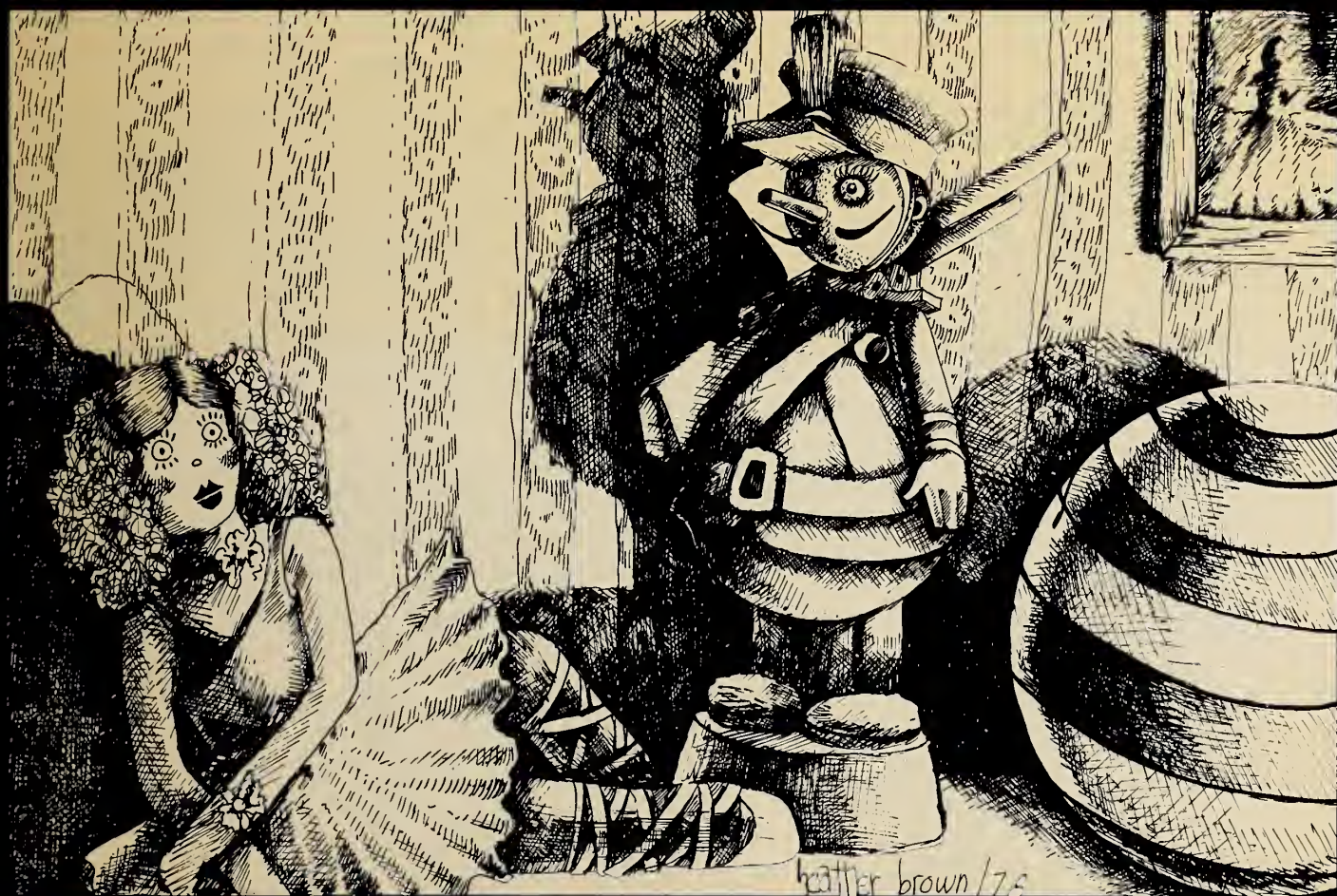


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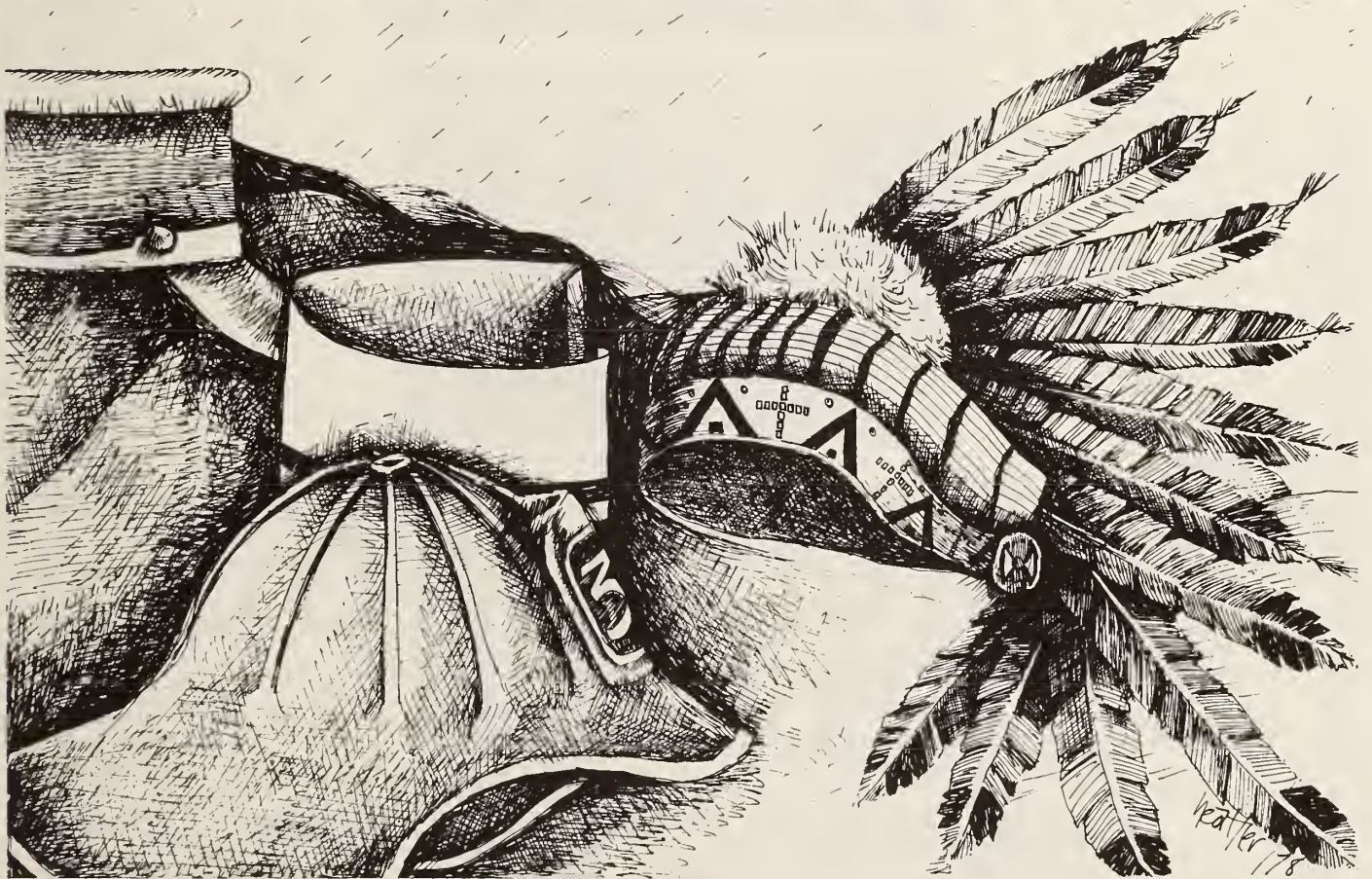
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STUDENTS'
ASSOCIATION

SURVIVAL

1978-79

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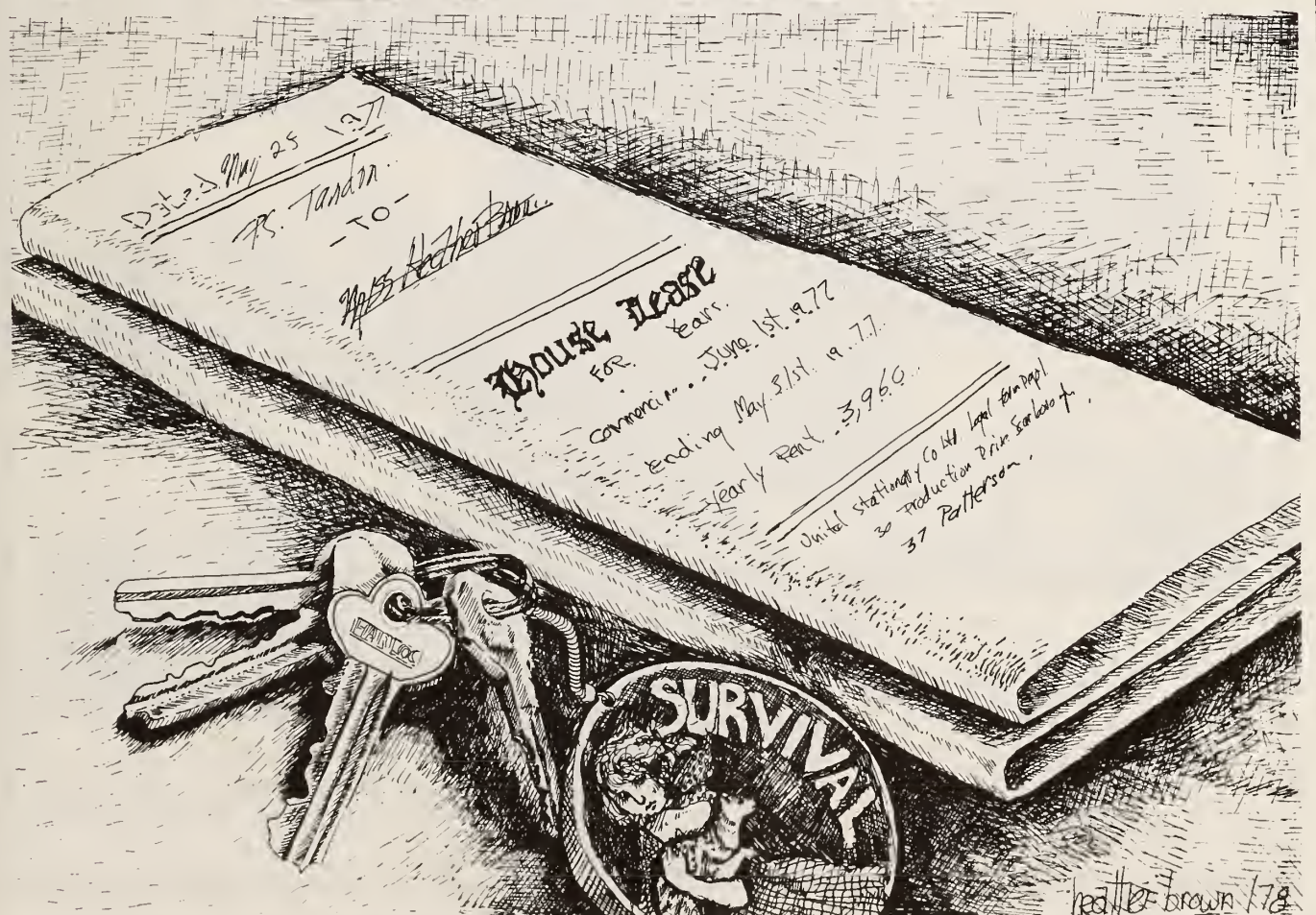
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SPECIAL REPORT

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The Canadian Armed Forces is a complex organization, utilizing the most up-to-date engineering, social science and corporate business management techniques in order to carry out the wide variety of tasks which face today's military.

To accomplish these tasks, and to operate a broad spectrum of highly sophisticated equipment, specialists, professionals and qualified technicians are required. The Canadian Armed Forces thus offers many opportunities to those university or institute of technology graduates who are interested in a challenging and rewarding career.

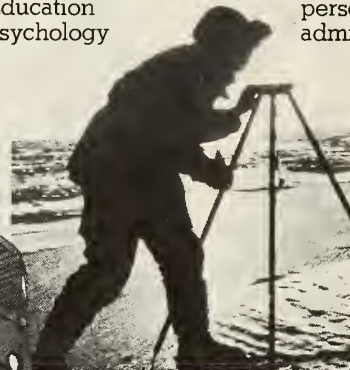
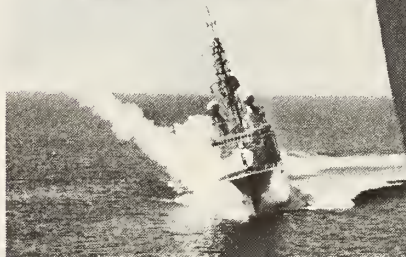
Major benefits include: an excellent salary with progressive increments, pension plan, minimum four weeks leave, free medical and dental care, and an opportunity to receive specialized training and take post-graduate courses.

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Social Work
Pharmacy
Nursing
Business and personnel administration



For further information, write to the Director of Recruiting and Selection, National Defence Headquarters, Ottawa, Ontario, K1A 0K2. Or phone or visit your nearest Canadian Armed Forces Recruiting Centre, listed under Recruiting in the Yellow Pages, or talk to a career guidance counsellor of your institution. There are, of course, no obligations on your part.

**ASK US
ABOUT YOU**



**THE CANADIAN
ARMED FORCES**

APARTMENT HUNTING

In the past, surveys of student housing have shown that listings in the Ottawa newspapers and information from friends are the most popular means of finding accommodation. Don't forget that Ottawa has a French language daily (*Le Droit*) as well as two English language newspapers. Listings in the University Housing Office (located on the second level of the Residence Commons Building) and information from notice boards around campus may also be useful. If you do decide to go with a rental agency, make sure you know exactly what services you will be getting for the money you pay.

Deciding on the kind of accommodation you want is up to you, your territorial instincts, aesthetic sense, and pocket book. The debatable merits of high rise vs. low rise housing, single vs. group lifestyles, and the best locations in Ottawa are beyond the scope of this article. What follows are some hints of what to watch out for and how to cover yourself from potential problems which may arise after you move in.

Inspecting the premises: Once you find a place whose general layout seems acceptable, there are several things to check which seem obvious but are frequently forgotten.

- Find out who pays for utilities.
- Check the water pressure, presence or absence of shower, and hot water.
- Inspect the refrigerator and stove. Be sure the freezer freezes and all the burners and the oven operate. Check to see that the landlord agrees she/he is renting an "equipped" unit — not just letting you use a stove and fridge abandoned by previous tenants. Once the landlord accepts this responsibility, repairs and maintenance are his or her obligation (unless the damage is the result of your carelessness, etc.)
- Look to see if there is a control for adjusting the temperature. Ottawa winters are very cold.
- See that there is adequate storage space.
- Find out if parking is included in the rent. If not, find out how much it costs, where it is, and who is responsible for snow removal.
- If you are looking at an entire house, find out who pays for heating and how much it costs. Don't take the landlord's word on this. If she/he doesn't pay for it, she/he probably doesn't know or care about the costs. Find out, if possible, from the heating company or previous tenants. If you are responsible for heating, make sure the house has storm windows. It is not unusual for the heat bill, in large houses, to increase your

monthly rent by one-third or one-half in the winter.

- Ask other tenants, if possible, about the willingness of the landlord to make repairs, whether the building has cockroaches or other vermin and noise (both their experience with and tolerance of the above).
- Make sure whether or not you are renting a unit covered by the Landlord and Tenant Act of Ontario. If you don't have a private entrance, a door which locks, or your own bathroom and kitchen facilities, you may not be protected by the Act. (See "Landlord and Tenant Relations".)

Making an agreement: Most important, if you have any doubts: *Get it in writing!* This includes a condition report, any agreement on the landlord's part to paint or make necessary repairs, provision of parking, and responsibility for utilities and heat. This can take the form of a lease, a separate agreement, or an "addendum" to a lease.

Agreement to lease: Realty companies and other landlords may ask you to sign an agreement to lease. Read this carefully. Often, *an agreement to lease may bind the tenant but not the landlord.*

5. Monthly tenancies:

To vacate a house or apartment under this kind of agreement, the tenant is obliged to give 60 days notice *in writing* from the date on which rent is due. Rent increases, for a monthly tenancy, are subject to all the conditions of Rent Review. Similarly, the tenant has the same "security of tenure" as she/he would have under a written lease. To terminate, the landlord must give 60 days written notice *with reasons clearly outlined*. Reasons which would be acceptable include personal use of the unit by the landlord or a breach of obligations by the tenant (e.g. damage, consistent late payment or non-payment of rent, etc.).

Lease: A lease is a legal contract binding both the landlord and the tenant for the period in force. Read a lease carefully before you sign. If you want someone to help you look over the lease, there are legal clinics in Ottawa happy to oblige at no cost. (See "Legal Advice and Assistance" and "Ombudsman's Office".)

Just because a lease is a legal-looking printed document, don't be tricked into assuming that it is an all-or-nothing proposition. Negotiate. Also, any additional agreements can be written into the lease with the consent of both parties.

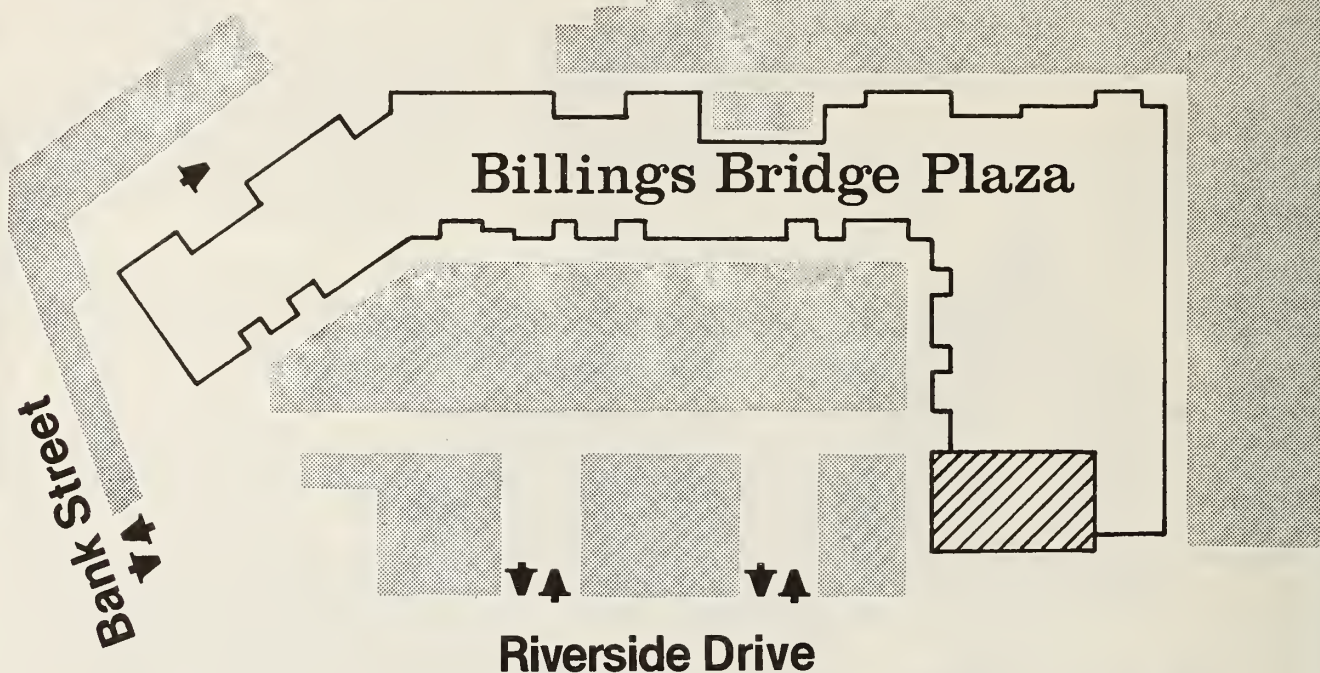
LANDLORD & TENANT RELATIONS

Tenants have rights. In fact, if anything the Landlord and Tenant Act of Ontario (Residential Tenancies, Part IV) favours tenants more than landlords. Surprised? Probably you are. The reality is that there is a shortage of housing (especially cheap student-type housing) but no shortage of tenants. There is a tendency, as well, for landlords to know more about the law — and to have more resources available to

them in terms of going to court. Many leases are also written overwhelmingly in favour of the landlord. However, one of the chief provisions of the Landlord and Tenant Act is that clauses in a lease which run counter to its provisions are null and void. Your lease is a binding contract: read it carefully. Interpret it, however, in conjunction with the Act. Copies of the Act are available from the Ontario Government



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Bookstore, 880 Bay Street, Toronto.

We can't change the housing situation in Ottawa, but we can give you a general idea of what the Act provides. A more comprehensive *Update to the Act* is available from the Office of the Ombudsman, Room 511 Unicentre, 231-6717.

The following are some rights and obligations under the Act and related legislation (Human Rights, Municipal by-laws, etc.):

The landlord must:

- provide premises in a good state of repair and fit for habitation.
- provide a heating system capable of maintaining a room temperature of 70° F (approx. 21° C) at 5 feet above floor level and 3 feet from exterior walls.
- repair ordinary wear and tear breakdowns.
- give 60 days notice in writing ending the tenancy whether or not there is a lease with a fixed termination date or 28 days notice to end a weekly tenancy. The tenant is obliged to do the same. The "month" begins the day your rent is due.
- provide a reasonable supply of vital services (heat, electricity, water, etc.) even if you are faced with eviction.
- permit political party workers and candidates access to tenants.
- re-rent the unit as soon as possible where a tenant breaks the lease and moves out. This is known as "mitigation of damages".

The landlord cannot:

- enter your apartment without permission except in case of emergency.
- change the lock or lack you out.
- evict you without a court order.
- seize any of your belongings (e.g. to cover back rent).
- collect a security deposit to be held against possible damage. She/he can collect the last month's rent and 6% interest is payable.
- require payment by post-dated cheques unless this is mutually agreeable.
- deny accommodation on the basis of race, creed, colour, religion or any other reasons covered by the Ontario Human Rights Code. Your being a student is not covered.
- try to evict you because you are seeking to enforce your rights under the Landlord and Tenant Act.
- unreasonably refuse you the right to sublet.

Enforcing your rights: Start by checking out the facts. Then talk it over with your landlord. Tactful persuasion is probably the best way to reach an agreement. If your landlord won't talk, advise her/him in writing of the problem and suggest that you will "take further action" if there is no response. Filing a complaint with the Landlord and Tenant Advisory Bureau (725-2045) can also be useful. They will try to reason with your landlord and may be able to mediate a resolution. If repairs are a problem, you can ask City Hall (Property Standards Division, 563-3232), the Health Inspector (225-2223) or the Fire Prevention Bureau (233-4801) to inspect the premises. Depending on the circumstances, and their severity, they may be slow to act but, sooner or later, a landlord's failure to comply will result in court proceedings (by the City, the Fire Marshall, etc.) and heavy fines for the landlord. Legal action may be necessary as a last step. Ottawa University Student Legal Aid (231-5855) can advise and represent you.

Since 1975, "representative" legal actions have been possible, i.e. one or more individuals can take or defend against legal action which will affect all the tenants of a building and/or landlord. In any case, collective pressure often gains results. You may want to join or start a tenants association. The Community Information Centre (238-2101) can give you a list of associations in the Ottawa area. Finally, you can try moving out anyway. The risk here is that you are liable for the term specified in your lease or 60 days notice without a lease. The landlord can sue for lost rent. On the other hand, she/he has an obligation to "mitigate damages" by making an honest effort to rent the unit to someone else as soon as possible. However, if the unit is not rented, despite this effort, you will be liable for her/his losses. Finally, there is the possibility of withholding your rent. With some exceptions (e.g. paying your rent into court while a complaint is pending) this *cannot* be recommended. You may well find yourself in court, in debt and/or out on the street as a result.

Roomers and boarders: Rooming houses, boarding houses and University Residences are not explicitly covered by the Landlord and Tenant Act. You probably have no rights, and similarly no obligations, under the Act as a roomer. In general, if you don't have a private entrance, and/or private bathroom and kitchen facilities, you are probably not covered under the Act. Each case has its own merits, however, so check it out.

Agreement to lease: These are binding contracts (although, again, the landlord has an obligation to mitigate damages if the contract is broken). Some landlords (especially Realty Companies) have forms which bind the tenant but not the landlord. Make sure you know what you're signing.

Leases: If you reach an agreement, it's useful to get it in writing remembering, of course, that once you sign a lease it is binding on you as well as the other party. A farm lease is not an all-or-nothing proposition. Read it carefully. If there is anything you disagree with treat it as negotiable. Any special agreement you may have with the landlord (e.g. the provision of parking, repairs, etc.) should be put in writing. It can be worthwhile to have someone with legal training take a look at the lease before you commit yourself. Ottawa U. Legal Aid will be happy to oblige. Keeping (and having the landlord sign) a checklist of the condition of the unit, appliances, etc. may also be useful to avoid future disputes.

Eviction: There is a persistent (and incorrect) idea that a landlord cannot evict you during the winter. In fact, a landlord can apply to court at any time of the year for a "writ of possession" (eviction order). On the other hand, she/he cannot unilaterally decide it's time for you to move along. The decision is up to the court, even if you do not have a lease. The landlord must give you formal notice in writing advising that she/he is seeking a court order and the reasons why. Acceptable reasons would include repeated failure to pay overdue rent, serious damage to the premises, endangering or interfering with the rights of other tenants, etc. Not getting along, not being an ideal tenant, and so on would not stand up very long in a court. In any case, you have the right to appear at the hearing and counter the landlord's claims. Get advice and representation if possible.

Subletting: If it seems at all possible that you will have to vacate before your lease runs out (and many students do move for summer jobs, etc.) make sure that your lease allows

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you to do so without extreme financial penalty. According to the Act, your landlord cannot "unreasonably refuse" the right to sublet or charge you a sublet fee beyond her/his actual expenses. In practice, a \$50.00 sublet fee is common. Bear in mind, too, that when subletting you remain liable under the original lease. In effect, you become the intermediary be-

tween the landlord and subtenant. Some landlords are willing to sign a new lease with the subtenant through which procedure you are released from any further liability. If not, get your agreement with the subtenant in writing. A parent's address (if your subtenant is a student) and/or an address at work may also help you if problems do arise.

TELEPHONES

As a matter of policy, Bell Canada says that it no longer charges students a deposit just because they are students. What they may request (unless you are a "known poor credit risk") is advance payment to be applied against your first monthly bill. If you have had a phone before (even in another city) or if you can get a letter from a parent or friend (with an account in good standing) vouching for you, you

should be able to avoid even advance payment.

Like many administrative policies, this may break down under the discretion of the 100 local service reps. If you encounter serious resistance here (or with disputed bills, etc.) try asking for the local Commercial Manager or Vice-President of Services. In Ottawa, the number is 567-3500.

RENT REVIEW

At the time of writing, the Rent Review Act was structured to end on December 31st, 1978. No one seems to know yet what, if any, controls will exist after that date. What we do know, however, is that leases and agreements entered into before December 31st will still be subject to Review. Note, too, that the legislation looks at increases on a unit basis and not on an individual tenancy basis. So, if you move into a new place in

September, for example, and suspect that the rent has increased a second time within the year, you may have recourse under Rent Review.

More information should be available by the time this is in print. Phone the Rent Review Office (238-5055) or call the Ombudsman's Office (231-6717).

HOUSING OFFICE

To assist those students who are unable or who do not wish to obtain on-campus accommodation, the Housing and Food Services Department maintains a service in which interested landlords can list available accommodation. These listings are posted in the area of the Housing and Food Services Department office and are accessible 24 hours a day.

During normal office hours staff of the department are available to offer advice and information about off-campus accommodation.

It is essential to remember that the service cannot provide a print-out listing of available accommodation. Information can only be obtained from the Listing Board. The service does not include the inspection of listed accommodation. It is the responsibility of the individual to view the accommodation and to come to his/her arrangements

with the landlord.

Summer Housing: If you have never been to Carleton, and feel that you want to get to know your future surroundings before the start of the academic year, it may be possible to obtain overnight accommodation in the residence at reasonable rates during the Summer. The best time to obtain such accommodation is between July 1 and August 15. Reservations are strongly recommended. Contact the Conference Manager in care of the Housing and Food Services Department, Carleton University, Room 223, Cammanns Building, 1233 Colonel By Drive, Ottawa, Ont. K1S 5B7 (231-5510).

(Submitted by Housing & Food Services)

RESIDENCE

The on-campus housing programme at Carleton provides accommodation for 1342 students in a distinctive setting.

Because accommodation is located on campus, residence students are close to all other facilities and services of the University via tunnel or outdoors. The residence cafeteria dining service, compulsory for residents, eliminates food concerns.

For additional information call the Housing Office at 231-5510.

Life in the residence community provides a base for

social interaction through the contacts students make through roommates and those who live close by. In addition, the Residence Students' Association provides representation and support services for its members (Residence students) as well as sponsoring activities, entertainment and programmes most of which are open to all Carleton students. Drop by and find out what's going on in the Commons Building. The R.R.R.A. phone number is 231-3806. Eric Hutchinson is president for 1978-79.

Submitted by Housing & Food Services)

THE AMAZING ALPHABET



ACADEMIC ADVICE

It is really quite crucial that you not get yourself into an academic mess. Therefore, before you do anything, check it out with someone who knows. If you are posing a major academic decision on the information given you by a university officer (e.g. departmental chairperson, faculty registrar) try and get it in writing.

If your problem is unusual or you are not certain where to go, contact the Office of the Ombudsman (Room 511, Unicentre, 231-6717).

ARREST AND BAIL

A police officer can accost you in the street and begin to ask you questions as any private citizen can. Unless she/he can suggest a legal reason, you don't have to answer any of them. She/he has no right to detain you.

In order to stop and search you, a police officer must have lawful grounds for doing so. Her/his (reasonable) suspicion that you may be in possession of illicit drugs or weapons constitutes such grounds. Needless to say, these laws are frequently resorted to by the police.

If a police officer asks you to

accompany her/him to the station for "further investigation", you should ask if you are under arrest. If you are not, you are not obliged to go with her/him.

You have the right to ask the police officer to identify herself/himself. Police are required to carry their badges to identify themselves as such to private citizens. You may also ask for her/his name.

A police officer must have reasonable grounds to believe a person is committing or has committed a crime in order to make an arrest.

When a person is arrested, the arresting officer must specify if asked that an arrest is being made and for what reason. If the arrested person is taken to the station she/he does not have to answer any questions initially except to give her/his name and address. If the arrested person does answer questions, anything she/he says may be admissible as evidence against her/him in subsequent trial.

An arrested person does not have to answer any questions until her/his lawyer arrives. She/he may make any reasonable number of calls to contact her/his lawyer or a relative.

After questioning, if the police feel there is enough evidence, they charge the arrested person. If not, she/he must be released.

There are a large number of offences that allow the accused to be released immediately under the Bail Reform Act. However, certain aspects of

your character and life style must be established before the police may release you. Therefore, it is strongly urged that you contact a lawyer as soon as possible.

The rule of thumb when arrested is to be pleasant but not to make a statement or any other admission until you have obtained legal assistance. Don't make a deal or sign a statement to avoid a hassle — let your lawyer advise you.

ATHLETICS

Carleton's Athletic and Physical Recreation Department offers a diversified program of physical recreation suited to student requirements. The policy and programme of the department, is set by the Athletics Board which is made up of students, faculty and staff members.

Facilities:

The Physical Recreation Centre offers the following facilities:

10-metre swimming pool; Fitness Centre; Testing Rooms; Physiotherapy Room; Sports Medicine Clinic; Men's and Women's Locker Rooms — (including sauna, whirlpool bath, and sunroom); Double Gymnasium; Four Squash Courts, Five Tennis Courts; Combative Room; Multipurpose Room;

MONDAY

4



☐ Labour Day, University closed

THURSDAY

7

TUESDAY

5

☐ Registration for winter session

FRIDAY

8

☐ Registration for winter session ends

WEDNESDAY

6

SATURDAY

9

SUNDAY

10

ATHLETICS

Outdoor Team Rooms.

The facility is open Monday, Wednesday and Friday from 7:15 a.m. to 11:00 p.m. and on Tuesday, Thursday, Saturday and Sunday from 8:00 a.m. to 11:00 p.m.

There are slightly restricted hours for the use of some areas such as the pool.

Programmes:

Varsity Activities:

Men — basketball, fencing, football, waterpolo, cross-country skiing
Women — basketball, fencing,

volleyball, cross-country skiing

Intramural sports:

Women — basketball, broomball, badminton, hockey, powder-puff football, volleyball, tennis, squash, swimming.

Men — basketball, broomball, cross country, flag football, curling, hockey, squash, volleyball, tennis, swimming. In addition, there are a number of co-ed intramural activities.

Instructional programme:

The area of instructional programming



BIRTH CONTROL

encompasses a diversified range of activities such as karate, jiu-jitsu, yoga, tennis, squash, fitness, modern dance, and all levels of swimming.

Free use of recreational programming:

With the facility open such long hours, it is possible for people to take part, on their own, in many diversified activities such as squash, tennis, pick-up basketball, fitness and recreational swimming.

For information on any of the above programs or to show your interest in new programmes, contact the Athletics Department at 231-3746 or 231-2646. To book a squash or tennis court, call the Tuck Shop at 231-5655.

(Submitted by Athletics)

BIRTH CONTROL

There is probably nothing as difficult to talk about as human sexuality and, at the same time, there are few areas in life where information and understanding are as important. Two sources of information on birth control and sexuality are:

Health Services
6th Floor Unicentre
Telephone: 231-2755

COULTER'S I.D.A. DRUG STORE

1090 BANK STREET
AT SUNNYSIDE

PRESCRIPTIONS

COSMETICS, HEALTH &
BEAUTY AIDS, SUNDRIES

235-1418

235-1419

DELIVERY SERVICE



1095 Bank
236-7234

We cater to:
BANQUET
RECEPTIONS
Weddings
Bowling
Curling

..all other occasions

also available:
Dish rental
Wedding cakes
Birthday cakes

Carleton University Bookstore

WE SELL: T-shirts, Gift Items, School
Supplies, Books for all
Occasions

WE GIVE: Cash for Used Books
Fridays 9:00 - 11:45 a.m.

BIRTH CONTROL

Peer Counselling Centre
Room 502 Unicentre
Telephone: 231-7476

By and large, both provide a supportive and non-judgmental atmosphere. Don't hesitate, however, to ask to speak to someone else if you are uncomfortable or to get clarification on any questions you may have. You have both the right and the obligation to be informed. One good person to see in Health Services is Dr. O'Brien.

While birth planning is a part of responsible adult life, no one method is suitable for everyone. Consider the methods available, your own preferences and perhaps those of your partner and make a decision on what is best for you.

Birth Control Pills are made of synthetic hormones (estrogen and progesterone) which inhibit ovulation. They are taken daily in 21 or 28 day cycles. You must have a complete medical examination by a physician since a family history of diabetes or a personal history of asthma, epilepsy, jaundice, blood clotting or severe depression may mean the pill is inappropriate for you. Stay in touch with your doctor about any side-effects you may experience. Switching to another brand may help. In any case, don't write off a problem as unimportant until you check it out.

I.U.D. (Intrauterine Device) is a small object inserted in the uterus where it creates a "hostile environment" which prevents pregnancy. There are two categories of I.U.D.: physical (plastic or stainless steel) and chemical (copper or progesterone). Chemical I.U.D.'s may require annual replacement. An I.U.D. must be inserted by a doctor. Some initial pain (cramping) is to be expected. If you experience extreme pain, however, go back to your doctor or to a clinic or hospital immediately. I.U.D.'s have strings attached (literally, not figuratively). You should check the string monthly to make sure the I.U.D. is in place.

Condoms and Spermicidal Foam may be used separately, but their effectiveness is vastly increased when used together. Both can be purchased without prescription in any drug store. The condom is a rubber sheath unrolled over the erect penis before intercourse leaving a half inch space at the end. The idea is to make sure no seminal fluid escapes into or around the vagina. Never use vasoline or petroleum jelly with a condom as it destroys rubber and never try to re-use a condom or to use one that has any appearance of damage or tearing. Spermicidal foam may be applied up to one hour before intercourse. When you buy foam for the first time, make sure an applicator is included.

BIRTH CONTROL

Diaphragm and Spermicidal Jelly are always used together. The diaphragm is a flexible rubber-covered spring inserted inside the vagina before intercourse. Diaphragms come in various sizes. You must be examined and fitted by a doctor and consult a physician for refitting if you gain or lose 10 lbs. or more. A tablespoon of spermicidal jelly is spread around the rim of a diaphragm on both sides before each use.

Basal Thermal Method involves extensive charting of body temperature and some days of abstinence each month. Sereno (55 Parkdale, 842-7540) is a local organization devoted to this method. The decision is yours, but the method does involve serious rates of risk for young women with irregular menstrual cycles or for couples lacking sufficient commitment.

Effectiveness Rates: Rates of effectiveness are double-edged. The following list provides the theoretical number of pregnancies per 100 women during the first year of use and in the brackets following, the overage number during actual use. Draw your own conclusions.

Birth Control Pill	0.34 (4 - 10 overage)
I.U.D.	1 to 3.0 (5 overage)
Condom & Foam	1.0 (or less) (5 overage)
Diaphragm & Jelly	3.0 (17 overage)

MONDAY

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☐ Classes begin

THURSDAY

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WEDNESDAY

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BIRTH CONTROL

Condom alone	3.0 (10 overage)
Foam alone	3.0 (22 overage)
Cautus Interruptus	9.0 (20-25 average)

Coitus Interruptus or withdrawal of the penis before ejaculation is one birth control method this writer cannot recommend. It is possible for sufficient seminal fluid to escape to cause pregnancy. It is probably better than nothing. However nothing is not the only other option as there are any number of ways to express affection through physical contact and to give and receive pleasure other than intercourse itself.

BOOKSTORE

Located on the second floor of Southam Hall, Carleton's Bookstore supplies course texts and related study necessities. A wide selection of leisure and general interest reading material is available along with stationery, records, school rings, T-shirts, crested products, bus tickets and passes.

The September Bookstore rush is hectic but about all the student can do is try to get a reading list over the summer and do what buying one can then.

All books carried in the Bookstore are listed in alphabetical order both by title and by author in the computer printed listings found at the Book Information Desk. The computer listings

give the title, author, publisher, selling price and location in the bookstore. If you can't locate a book, the staff will give assistance.

Keep the sales receipt you receive from the cashier. This is your proof of payment and must be presented with any request for adjustments. Any mint-condition text may be refunded where the receipt is dated no longer than 3 weeks.

Any mint-condition text may also be returned upon a course withdrawal, providing the withdrawal form is shown at the time of refund and is dated no longer than 6 weeks from issue.

A deposit of \$3.00 enables you to order any book not carried as regular stock through the Bookstore's special order service. A deposit of \$1.00 (non-refundable) allows you to reserve a copy of an out-of-stock text book.

The Carleton Bookstore buys and sells your used books. Selling prices for used course books are much less than for new books and offer the observant student significant savings.

(Submitted by the Carleton University Bookstore)

EDITORIAL NOTE: If you find the Bookstore is out of stock or has not received its publisher's shipment of a particular book you need for a course, don't despair. There are a number of good bookstores in Ottawa e.g. the Ottawa U Bookstore, Shirley Leishman's [downtown], Prospero Books [Billings

BUSINESS OFFICE

Bridge] and Octopus Books [Bank Street]. Please find out if they have what you need. Second-hand bookstores are also worth a try for older texts — at greatly reduced prices. There are 3 of these on Bank Street between First and Fifth Avenues — as well as a number of others scattered around Ottawa.

BUSINESS OFFICE

The Business Office is responsible for lackers, ID Cards, collecting fee payments and fines. It not only collects money it hands some out — bursaries, scholarships and OSAP and CSLP cheques.

If you lost your ID card and have checked the Library and Lost and Found, the Business Office will make another for you for \$2.00. They will also mail out an income tax certificate for deduction on your own or your parents' return. If you need a certificate for earlier than the current year this can be supplied but must be requested.

The Business Office charges a \$5.00 penalty for cheques returned NSF. They are also the people who let the Registrar's Office know if you are in debt to the university. The university will, with regard to fines and other miscellaneous charges, seal your file, i.e., no marks or transcripts until the account is settled. If you owe fees you

Octopus Books



• **has Ottawa's most extensive collection of progressive books and periodicals on**

- Canada — history, current affairs
- Women's Studies
- Political Economy
- Labour
- Sociology
- Marxist Theory
- Literature — Canadian and International

• **has many course books in these areas**

• **has membership discounts (10%)**

**837 Bank Street
(near Fifth)**

236-2589



**Floor
Shirts**

T Shirts

Hockey Sweaters

**Rugby &
Football Shirts
(Casual Wear)**

Sweat Shirts

K&L SPORTS CENTRE

**901 BANK STREET 236-3014
(One block north of Lansdowne Park)**

BUSINESS OFFICE

could be de-registered. If you cannot come up with the money right away but will be able to at some point you can usually work something out by going to see the Business Office.

The person to see in any hassle is Mr. McAdom. He and the rest of the office are located on the 3rd level, Administration Building (231-3762).

BUS TRANSPORTATION

OC Transpo is the public transit system of the Ottawa-Corleton Regional Municipality. It operates close to 100 routes as well as charter and sightseeing services. The transit system covers 1700 round-trip miles. Routes 7, 77, 85 and 86 come onto the campus; routes 4 and 78 make a stop on the edge of the campus, at Bronson and Sunnyside.

OC Transpo has an exact fare policy. Fares can be paid with cash, tickets or pass. Adult regular cash fare is 55 cents; 7 tickets sell for \$3. The OC Transpass, which is valid for an unlimited number of regular rides during one calendar month, sells for \$14.

The Transit system's express service and dial-a-bus service, Tele Transpo, are subject to a 15 cent premium which may be paid in cash or with an OC Unipass, a \$17.50 monthly pass which

incorporates both the regular fare and the premium in the purchase price.

Both the OC Transpass and the OC Unipass are comprised of two sections: a personalized and serialized identification card and a renewable monthly portion. The serial number printed on the identity card must be inscribed in the place indicated on the monthly portion and both portions must be presented to the bus driver in

payment of fare. The photographic ID portion of the pass must be obtained in person at the OC Transpo office at 59 Queen Street or at Carlingwood Shopping Centre on Carling Avenue. The monthly portion can be purchased at any of over 100 independent vendors located throughout the region. Route information and timetables are available by calling 741-4390.

On campus you can buy bus passes



MONDAY

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THURSDAY

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TUESDAY

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FRIDAY

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- ☐ Last day for late registration
- ☐ Last day for course changes in full courses and first term half courses

WEDNESDAY

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SATURDAY

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SUNDAY

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of both the Bookstore and the Box Office and bus tickets from Glengarry House as well as the Bookstore and the Box Office.

Lost and Found is located at 1500 St. Laurent Boulevard. Enquiries about lost articles can be made at 745-9535.

CKCU-FM RADIO CARLETON

CKCU-FM is the best student radio station in the country. As a matter of

fact it compares favourably to any FM station — but don't take our word for it. Dial 93.1 on the FM band, and listen.

Radio Carleton broadcasts in stereo 24 hours a day, every day, with 50 thousand watts of coverage and a programme format that is woven from spoken word as well as musical fabrics. At CKCU we believe in mixing familiar delights with new discoveries, blending established tastes with special or unfamiliar thread. In this way, the resulting radio tapestry yields a variety of patterns for many different

audiences; sometimes you will recognize the material, sometimes not, but we hope that you will appreciate Radio Carleton's efforts to develop a creative, challenging sound within a coherent framework of expression. At least you can pick up a programme schedule of times and show descriptions that can help you find a radio moment just right for you. These schedules can be found at most of the major watering-holes on campus.

But programming is not the only remarkable phenomenon of CKCU-FM. As a matter of fact there would be no programming without the efforts of more than 130 student and community volunteers whose contributions are as varied as their interests and times available permit: many contribute scripts, interviews or research on a part-time basis, others are responsible for the entire production of weekly shows, some simply donate their voices. At Radio Carleton there is a place for everyone who wants training in the skills, methods, and techniques of radio broadcasting.

CKCU-FM has a full-time Station Manager, Operations Manager, and Revenue Manager, as well as part-time Directors who supervise the various programming and production departments. All these positions are filled by students or former students of Carleton U. who take care of the bureaucratic details, provide linkage with the university, the music industry,



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the CRTC etc., train volunteers, and participate in the programming: you must be a programmer to be on the executive of CKCU.

Of course it costs a fair amount to operate Radio Carleton, and since students own and run the station they are expected by the CRTC to be its chief financial backer. In February of 1978 this issue was put before the students of Carleton University who responded overwhelmingly in favour of CKCU-FM. 88% of a record voter turnout advised Students' Council that Radio Carleton was a high priority with Carleton students.

At all levels of CKCU, students are the muscle and the backbone of the organization in which the first commitment of everyone is to the station, not to themselves — and that's what makes it work!

So, why not visit Radio Carleton on the 5th floor of the Unicentre. You can stay just long enough for a tour, or you can stay tuned, or you can stay. . .
(Submitted by CKCU-FM)

CUSA EDUCATION & RESEARCH OFFICE

The CUSA Education and Research Office is a focal point on campus for much of the political, educational and community work being carried on by students.

The Office acts as a centre for researching and organizing around the current issues affecting students. These include unemployment, access to post-secondary education, housing, tuition increases, university services and cutbacks. The Office also publishes the annual Course Guide, sent out each summer to new students and available at registration for returning students.

Much of the Office's work involves acting as a liaison between CUSA and many groups both inside and outside the University such as the Carleton University Academic Staff Association (faculty), the Support Staff Association, the National Union of Students, the Ontario Federation of Students, the Social Planning Council of Ottawa-Carleton, and a wide variety of labour, community and political organizations.

Anyone requiring information on academic issues, course unions, or historical student movement developments is invited to make use of the Office's extensive filing system.

In co-operation with CKCU-FM, the office produces a series of radio programmes around issues of concern to the University community.

The Education and Research Office is staffed by two full-time researchers. Barb Bailey is the Director. The Office regularly hires additional staff for research projects and the Course Guide. Students are invited to drop by between 12 noon and 5:00 p.m. on weekdays to Room 401, Unicentre or call 231-7158 or

231-4380.

(Submitted by the Education and Research Office)

CHAPLAINCY

Who needs it? Perhaps no one. But for those who would like to share experiences, insights, friendships or their faith, the Chaplaincy can be helpful. Relating is a large part of our ministry on campus, at Tary Tunnel T27, T28, T30 and we are keen to explore personal and interrelational problems as well as academic dilemmas, with everyone.

Study and discussion are also part of the scene and we are always open to enquiry in any religious or ethical field. We have connections with organizations for which you may be looking as well as with churches and religious groups in the community. We're open to all and appreciate interfaith dialogue.

A part of the campus ministry is to be found at Newman House, 1061 Branson Place. It is open to all and it can accommodate smaller groups who wish to meet for various purposes.

Our phone number is 231-3646 at Carleton. Home phone numbers are:

George 722-9426

Bill 825-4539

Michael 237-5616

(Submitted by the Chaplaincy)

MONDAY

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☐ Jewish New Year (5739)

THURSDAY

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TUESDAY

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WEDNESDAY

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SUNDAY

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COMMUNITY INFORMATION CENTRE

The Centre (at 377 Rideau Street) provides information on just about every organization in the broad field of community resources including legal, health, educational, counselling, recreational and social services. The Centre publishes a Directory of Community Services which is invaluable if you are involved in the social services field. The Directory costs about \$4.00; the information service is free. Give them a call at 238-2101.

CONSUMER INFORMATION

There are two things well worth remembering about consumer law: *Nothing is ever free* and the best protection you have is always *yourself*. Shop around before you buy, compare prices, ask questions and get any promises made by the salesperson in writing. Call the Better Business Bureau (237-4856) if you have any doubts about the company, the salesperson or the product before you buy. In other words, know what you are getting.

By and large, the courts will enforce a contract once made between

two sane adults without coercion or fraud. It does not matter whether your agreement was in writing or whether you paid cash, by installments or charged it. Everytime you make a purchase, get something repaired or use a service, you are making a legally enforceable consumer contract by which both parties are bound. A decision on refund or exchange policy is strictly up to the seller; unless the goods are defective or some such problem arises the seller is not bound by law to offer a refund. Again, check the store's policy before you buy.

A number of statutes exist in Ontario to protect consumers. Some of these are: The Consumer Protection Act, the Business Practices Act and the Sale of Goods Act. The federal Combines Investigation Act also covers a wide variety of deceptive advertising schemes. In most situations you have recourse to the courts, but do get legal advice first (see "Legal Aid and Assistance"). Also contact the Consumer Protection Bureau (Ontario Ministry of Consumer and Commercial Relations) at 725-3679 and the federal office of Consumer and Corporate Affairs at 995-0853. For general information, try the Consumers' Association of Canada at 238-4840.

Although we won't try to provide a list here of all your obligations and rights under consumer laws, you basically do have the right to a refund where either the seller makes a false

representation about her/his product or the seller tries to take advantage of you as a buyer. Implied in the seller's side of the bargain are the following obligations: to offer good title to the goods sold; to tell you if the goods you buy are not new; to sell a product good for the purposes for which the buyer wants it if these are "normal purposes" or if some assurance was given; to sell goods which are "merchantable" or whose defects, if any, have been described clearly; and to maintain any other warranty or condition expressly agreed upon by the two parties.

Again, get agreements in writing and keep records and receipts of your transactions. Watch out for high-pressure selling tactics which may be legal but confusing or deceptive. Remember, as well, that door to door salespeople must be licensed. If you sign a contract over \$50 with a door to door seller, you have 48 hours to cancel the contract by registered mail. Be cautious. A reputable seller will be willing to come back after you check out his/her registration.

CONTINUING EDUCATION

Continuing Education (302 Administration Building, 231-6660) provides registrarial and counselling services for Special students; co-

Special Course

SPEED READING & STUDY SKILLS

Offered by **CUSA**

(Carleton University Students' Association)

(As a special service to students)

Particularly helpful for:

High School Students

(Entering University)

University Students

(Over 400 Carleton & U. of Ottawa students take this course each year)

Professional & Lay People

(Who must, or want, to read more just to try to keep up)

Our Instructor, Mr. Charles Harris taught the Evelyn Wood course for eight years.

Our courses start 3 times each year:
first week of Oct.
first week of Feb.
second week of May

You attend class one evening each week for six weeks.

ONLY \$42.00

Guaranteed to increase your reading speed three times with equal comprehension.

CONTINUING EDUCATION

ordinates and develops Corleton's non-credit programme through the Extension Division; and co-ordinates study skill courses.

Special students, usually part-time, are those registered in credit courses without having been formally accepted into degree programmes. Students admitted into a degree programme but studying part-time, are not Special students. If you are a Special student, Continuing Education is the place to go for registration transactions such as course changes, withdrawing, applications for deferred or supplemental exams, review of grades, name and address changes, and so on.

Continuing Education does not make final academic decisions or provide evaluations of previous academic experience (for the latter, see the Admissions Office, 407 Administration Building, 231-3730). However, it does provide valuable counselling and advice. (See David Droke or Keith Alnwick.)

This is, by the way, just about the only Corleton Office open in the evening, in addition to regular business hours, from Monday to Thursday 6:45 to 9:00 p.m. (Labour Day to April 30) and 6:30 to 8:30 p.m. (May 1 to Labour Day).

other people, you can pile up course credits on a hit or miss system and hope it works out. On the other hand, you can obtain academic counselling. From where we sit, we have a feeling that the first system can break down. Some students do miss out. To avoid discovering, after two or three years, that you won't be able to graduate or that you're really in the wrong field of study, or whatever, it's a good idea to get academic counselling at the outset.

Counselling services at Corleton are

fairly decentralized. For help in career counselling, aptitude testing and related areas on a group or individual basis, try University Counselling Services (231-4408).

For information on specific academic programmes, the best bet is the Undergraduate Advisor or Chairperson of the department concerned. You can find out who to talk to by contacting the department's secretary or general office.



COUNSELLING (ACADEMIC)

You have two options. Like a lot of

MONDAY

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☐ Thanksgiving, University closed



THURSDAY

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TUESDAY

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FRIDAY

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WEDNESDAY

11

☐ Yom Kippur

SATURDAY

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SUNDAY

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OCTOBER 9

1978

OCTOBER 15

COUNSELLING (ACADEMIC)

N.B. If your departmental advisor or chairperson has agreed that you can meet requirements for graduation in any way not clearly specified in the Calendar, have them put it in writing. This can save you a lot of worries later on.

Another place to go for information, especially about regulations and their application, is your Faculty Registrar's Office. (See "Faculty Registrars' Offices"). Some good people to talk to are the following:

Arts and Social Sciences: Jim Jackson (Registrar), Carole Dence and Reid Feltmate (Assistant Registrars), Muriel Folger and Joel Nordenstrom (Counsellor/Records Officers). Telephone: 231-6690.

Science: Ruth Lifeso (Registrar). Telephone: 231-5571.

Engineering: Gerry Mathews (Registrar), Susan Cotter (Assistant Registrar). Telephone: 231-6664. (**N.B.** For Architecture and Industrial Design, contact the respective schools directly.)

Continuing Education: David Drake (Director), Keith Alnwick (Counsellor/Records Officer). Telephone: 231-6660.

Note that the Faculty Registrar normally acts as secretary to the Committee on

Admissions and Studies/Appeals of the Faculty. These, then, are the people to see about appealing an academic decision or asking for special exemption from the application of regulations. (**See "Rules of the Game" and "Office of the Ombudsman".**)

COURSE CHANGES

You are not bound to remain in any course you choose at registration (or pre-registration). You can switch to your heart's content as long as you do so by September 22nd and there is space left in the course you wish to switch to. This is the last day for course changes for full courses and first term half courses. January 16th is the last day for course changes for second term half courses. Only exceptional circumstances are considered after these dates. Try and engrave these dates in your mind or circle them on your calendar. They're important.

COURSE LOAD

Students at Carleton fall into two categories: part-time and full-time. For the purpose of fee assessment, a full-time student is one who is registered in

COURSE SELECTION

4 or more full credits. The normal course load for an Arts, Science or Social Science student is four or five full courses. Consultation with the Faculty Registrar's Office is necessary to exceed this number. Course load in Engineering, Architecture and Industrial Design, is normally six full courses. Course load for a part-time student is normally between one-half credit course and two full-credit courses. It should be noted that eligibility for full-time status for provincial loan and grant programmes (e.g. OSAP), scholarships and Residence may involve different definitions of full-time course load. See the Awards Office (231-3735) for the former and the Housing Office (231-6395) for the latter.

(Submitted by the Registrars' Offices)

COURSE SELECTION

One of the first tasks you are required to perform at registration is to select your courses. The choice of courses in some Faculties and Schools is limited. To find out how you stand in this respect, check the regulations governing course selection for the department giving the course and any prerequisites required to enter the course. This information is in the calendar.

There are people who can help you with course selection. For undeclared

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TUESDAY

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☐ Last day for withdrawal from first term half courses

WEDNESDAY

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OCTOBER 16

1978

OCTOBER 22

Arts majors consult a counsellor in the Arts and Social Sciences Faculty Registrar's Office, 312 Paterson Hall, 231-6690. If you have declared a major, consult the majors or honours advisor in your department. They can be found by calling the departmental office and making an appointment. You might also try the Registrar's Office for your Faculty. See the article entitled "Registrars' Offices" for their locations and phone numbers.

Another useful tool in determining course selection is the Course Guide. This book is produced annually by the Students' Association and is based on data collected in courses open to first year students (mainly). The information is presented in a useful, readable form and is available from the C.U.S.A. Office (401 Unicentre, 231-4380).

CREDIT UNIONS

A credit union is basically a co-operative form of banking establishment. Users become shareholders and profits are ploughed back into the credit union permitting lower rates for borrowers and higher rates for savings. Good advice and help in financial planning are side benefits. If you are interested, drop by the Ottawa Community Credit Union at 222 Somerset Street West or call 235-4335.

DAY CARE

There is a Day Care Centre on campus and facilities are located in Renfrew House and the Loeb Building. The Centre is open all the year round.

Children are accepted at the age of one year and are required to leave at the end of the month in which they become three. Priority for admission is given to children of students, faculty and staff of Carleton and vocancies

after that are opened to the public. The programme is developmental, suited to the individual needs of the children. Staff are trained, or in training, in the fields of Early Childhood Education, Mothercraft or equivalent. Parents form the Executive Committee and are represented on the Management Board.

Fees are pre-paid on a monthly basis and subsidy is available from the Regional Municipality for families who qualify. As there is a waiting list for September admissions, it is advisable to



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DAY CARE

make application as early in the year as possible.

The Director of the Day Care Centre is Kay Liston. She can be reached at 231-6312 or Room 199 Loeb Building. (Submitted by the Day Care Centre)

DEFERRED EXAMS & ASSIGNMENTS

Even bureaucracies have some heart. If you find yourself in traction the day

before your final exam or if serious illness, death or some other major calamity is affecting your family, make contact as soon as possible with your Faculty Registrar's Office and your instructor. Although proof will be required eventually in such circumstances (e.g. a letter from your Doctor, etc.), there should be no difficulty in deferring an exam or a final deadline for assignments. These extensions are only available under really serious "special circumstances"



DEREGISTRATION

and you ought to be in touch either beforehand or within a week after the exam date.

There is also a possibility that individual instructors will be willing to permit extensions. Note that they are under no obligation to do so and, in fact, deferring a scheduled final exam or arranging an assignment extension beyond December 8th (for first term half-courses) or April 16th (for full courses and second term half-courses) is technically impossible unless the appropriate Registrar's Office and/or Faculty Committee on Admissions, Studies/Appeals approves. On the other hand, it is always a possibility that an instructor will take pity on your problem (too much work, minor illness, breaking up with the current love of your life or whatever). It usually helps to have been a reasonably good student, to have attended classes, etc. Some profs (not without good reason) are adamant about deadlines and insist on academic penalties if you miss them. Usually they will make this clear (in writing) at the beginning of the year. If they haven't, find out how they feel about the matter. Avoid panic. Remember, it never hurts to ask. The worst that can happen is that the instructor will refuse.

DEREGISTRATION

The final payment of your tuition fees

CARLETON UNIVERSITY HOUSING AND FOOD SERVICES

ROOM 225 COMMONS BUILDING

231-3612
off campus

231-3610
campus dining plans

Didn't get into Residence?
Would you like a home away from home?
Or simply need a place to stay while
attending Carleton?

Try the Off-Campus Housing Office located in
Rm 223/225 of the Commons Building. We have
varied and extensive listings to suit your needs.
We list rooms, flats, apartments, and houses on
bulletin boards outside the Housing Office. This
enables you to view them 24 hours a day. These lists
are available year-round.

**Come and see us. We may be just the place you
are looking for!**

Avoid the hassle of cooking—
Eat your meals at Carleton.

We offer 4 plans:

1 meal a day, 5 days a week;
2 meals a day, 5 or 7 days a week;
A la carte 'Breakfast Club'.

One of these is certain to suit your class and/or
social programme.

**Join the Residence students in a meal plan.
You can eat all you want at every meal,
for a low meal plan price!**

We are open from 8:30 - 4:30 Monday to Friday during the summer,
and 9 - 5 during the academic year.

WE ARE LOOKING FORWARD TO SEEING YOU IN SEPTEMBER

should be made by January 15th. Sometime in early February, the University will begin to "exercise its right to cancel registration" for students with fees outstanding. Letters, mailed in January, should inform you this is happening. Sometimes, of course, clerical errors interrupt the process: you may find yourself owing no more than a library fine or a parking ticket. Don't ignore the letters, however. Phone or visit the Business Office (Room 301, Administration Building, 231-3762) to see what's going on.

It is very important to pay your fees. The contract you sign with the university is genuine and is as much enforceable as any other written agreement. If you realize you may be in financial trouble, contact the Business Office early and visit the Awards Office (Room 202, Administration Building, 231-3735). Emergency loans are available for students in financial difficulty.

DISTRESS CENTRE OF OTTAWA

Anyone can have difficulty in finding someone to listen to a problem, to ask questions that help to get things clear, and to make sensible suggestions. If you need this kind of listening and the people you usually talk to aren't available, the Distress Centre offers a

24-hour telephone service provided by trained volunteers who are supervised by a few professional staff members.

You need not give your name when you call the Distress Centre, and the D.C. volunteers will keep confidential whatever you tell us.

You can talk about any kind of problem with the D.C. volunteers — personal, school work, sex, family problems — they'll all be discussed openly and frankly. If you want and need counselling beyond the volunteer's ability, we'll suggest an agency that can offer professional help for your particular problem.

If you are feeling really down please give the D.C. a call. We aren't afraid to talk about suicide (we aren't in favour of it, but we won't preach), so we can help straighten out muddled thought processes and identify sources of help. If you're at the end of your line, call ours!

The Distress Centre number is 238-3311.

(Submitted by the Ottawa Distress Centre)

and national employers to interview graduates and prospective graduates. It also maintains listings of part-time and full-time employment opportunities and co-ordinates applications and/or interviews for these positions. The Centre publishes a weekly bulletin, during the Fall and Winter Sessions, listing employers visiting campus, available positions, etc. The Centre also co-ordinates applications for government sponsored summer job programmes.

Register with the Manpower Centre as soon as possible and maintain regular contact. As well as other recruitment, Public Service trainee exams, held early in the Fall, offer at least a possibility of employment. Applications for the exam are available at Manpower. Manpower also provides individual and group counselling in areas such as resumé preparation, job hunting, etc. University Counselling Services (231-4408) is another good source of individual and group career counselling as well as aptitude and interest testing.

The Carleton Manpower Centre is not a summer centre. For summer listings, register as early as possible with the student Manpower Centre at 107 Sparks Street, 2nd Floor, 996-7831. Registration cards become available in mid-December and the sooner you fill one out, the better. (See also "Jobs")

EMPLOYMENT

There is a Manpower Centre at Carleton in Room 508 Unicentre at 231-2600. The Centre arranges recruiting visits by local

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☐ Hallowe'en



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ENTERTAINMENT IN OTTAWA

Question: Why is the entertainment scene in Ottawa like that apartment you didn't quite want but had to take anyway?

Answer: They both have possibilities.

And the National Arts Centre is the new

fridge sitting in your slightly run-down kitchen: it's always running and usually well-stocked.

There are four compartments in the NAC each one bigger than the last: the Salon, the Studio, the Theatre and the Opera. Presentations vary from symphony orchestras and ballet to drama, film, comedy and cabarets. The NAC offers inexpensive subscription series tickets to its annual theatre programmes and that of the National Arts Centre Orchestra. Ticket information

is available at 237-4400.

Besides the NAC, the most active promoter in the city is Treble Clef, Ltd., which also owns the city's largest chain of record stores. TC has brought in everyone from Meatloaf to the McGarrigle sisters, Bowie to Bruce Springsteen, usually to the Civic Centre hockey arena or the NAC Opera.

Live music on a more intimate scale is presented in a smattering of small clubs: Carleton University's own Raaster's Caffeehouse; in The Nozzle, Squire's, Black Swan, and Molly McGuire's on the Rideau Street strip; in the hotels at the infamous corner of Bank and Gilmour Streets; and at the Coyote Den on Bank two blocks south of Gilmour. Several downtown restaurants including the Saucy Noodle and the Pepper Tree also have live music occasionally.

Three clubs specialize in jazz; the Wildflower Cafe on Rideau Street at Chapel in Pestalazzi College; the Chez Lucien in the Byward Market on Clarence Street; and the Black Battam below La Gondola restaurant on Bank Street at Gloucester. As well, interest in jazz here is being fostered by a group called Jazz Ottawa. Memberships are available from Box 2068, Station D, Ottawa.

Disco is alive in Ottawa at a few pash hotels but it burns in Hull across the river in Quebec. If you can afford the clothes, your date and a taxi, take your Saturday night fever over there.



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NOVEMBER 6

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NOVEMBER 12

All too often new commercial films open here much later than in Toronto or Montreal. You may see them there first. But in Ottawa, second run film's the thing. It's easy to catch and cheap.

The National Film Theatre of Canada (238-7865) runs an ever-improving set of thematically joined series of films at the auditorium of the National Library of Canada, at 395 Wellington St. It shares the hall with the Ottawa Film Society (Box 914, Ottawa), another presenter of theme series. Both associations take members and the NFT has a special student rate.

Also offering a special student rate — and for the most varied film program in Ottawa — is the Towne Cinema in east end Ottawa, easily reached by bus from the university or downtown. It plays two different movies each night, with midnight flicks on the weekend co-presented by CKCU-FM Radio Carleton. A special note: the Towne has made a cult event out of its regular showings of The Rocky Horror Picture Show.

Films also hit the Carleton campus with some regularity, courtesy of the Film Studies Department and various student groups bent on fund-raising.

The bright lights on Ottawa's amateur drama scene are Penguin Productions, which operates out of a converted public school basement, and the Great Canadian Theatre Company, whose home is a converted fire hall near Carleton. The latter features Canadian works, the former, largely

experimental productions of everything from Shakespeare to Brecht.

The oldest drama producer in Ottawa is the Ottawa Little Theatre. Information concerning its 1978-79 series can be obtained at 233-8948.

There's theatre on campus as well, mainly the work of the student drama group, Sock 'N' Buskin, and of the English Department. Radio Carleton is also committed to the production of radio drama.

The dance explosion hit Ottawa last year when a highly respected Montreal company Le Groupe de la Place Royale moved here. They now have their own studios at 130 Sparks St., on the Mall, in the second floor of a useful old building called the Hordy Arcade. Le Groupe offers evenings of dance, dance classes, and holds open rehearsals, all with the idea of keeping connected to the community.

EXAMS

Exams are graded from A to F.N.S. (Failure No Supplemental) and each grade has a corresponding numerical value to a maximum of 12. The numerical scale is basically on administrative convenience used to calculate averages. The mark of ABS (Absent) is assigned to those who fail to write an exam or otherwise complete a course. Essentially, it is considered a

failure although it can be rationalized.

If you miss an exam and have a reasonable excuse, see your instructor immediately. You may be allowed to write a supplemental. Special supplemental exams are also available for students who wish to raise their grades. Various Faculties treat exams and supplementals differently. In Arts and Social Sciences, for instance, there is a "discredit" system with a maximum number of allowable "discredits". A failure without a supplemental is one discredit; a failure with a supplemental passed is also one discredit (but, of course, the mark you receive is used in calculating your average); a failure and a second failure on supplementals are two discredits. In the Engineering departments, supplemental exams can only result in a pass no matter how well you may do. (In this case, it may be better for your average grade point average, to simply take the course over again.) In Science, a first year student must pass four courses without any supplemental privileges but a special grade of "E" which can be raised to a D- is available. And so on and on. Definitely read the relevant section of the Calendar. Then check with the Faculty Registrar's Office on what choices are best for you.

FEE REFUNDS

So, you're a full-time Arts student who

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FEE REFUNDS

paid half your \$800.00 fees in September. You withdrew just before Christmas and now you figure you don't owe any more money, right? Wrong.

If you withdraw before September 22, as a full-time student, you will be charged \$50.00. Part-time students are charged \$5.00 per half course. If you withdraw after September 22, you will be paying both this registration fee plus the full amount of "miscellaneous fees" (\$120.00 if you're a full-time Carleton student and \$117.50 if you are full-time at St. Patrick's College, or if you're part-time, \$23.50 and \$22.00 respectively for each full-credit course). The remainder of your fees (less the registration charge and miscellaneous fees) is pro-rated over a number of weeks. Ah, you may think, pro-rated over all the weeks between September 22 and May. Wrong again! Refunds are pro-rated from September to February 16, which is the last date for withdrawal (excepting special circumstances such as serious illness, etc.)

The exact figures of what you lose are worked out in tables by Student Accounts Receivable in the Business Office (Room 301 Administration Building, 231-3762). By all means do check with them first as soon as you begin to even consider the possibility of withdrawing, switching sessions or dropping from full to part-time status. Do not guess. Do not accept the opinion of a classmate, desk clerk, or whatever. The person to see is Sam McAdam. Find

out from him exactly what the financial impact of various options will be. You'll avoid unpleasant, and possibly expensive surprises. (See also "Withdrawing").

FINANCIAL AID

It costs money to attend university and you should make every effort to assure yourself of adequate financial backing before you enroll. The following breakdown of estimated expenses will give you a rough idea of how much "study money" you will need.

Tuition: \$800-\$860 depending on your chosen course of studies.

Books and Equipment: \$190 minimum, again depending on your course of studies. For example, Engineering students should budget at least \$280; Architecture students at least \$610.

Board and Lodging: If you are planning to live in off-campus lodgings, you should budget at least \$1900 for food and lodging over the eight month school year. If you can live with parents or relatives during the school year, your cost of room and board will obviously be less.

Local Transportation: \$120 minimum

FINANCIAL AID

depending on the distance you reside from campus during the school year.

Recreation and Entertainment: This item can fluctuate greatly and depends entirely on the individual student. You should budget for at least \$200.

Miscellaneous: \$150. This includes such things as toiletries, stamps, stationery, medical supplies, bought lunches, "pocket money".

Laundry-Clothing: \$150 or more depending on your needs.

Return Trips Home: This item depends entirely on your parents' place of residence, distance from campus and the frequency you go home for visits.

The above breakdown indicates, for example, that the budget for an Arts student living in off-campus housing could approximate \$3500 or more for a school year. To meet these costs you may need help. In addition to savings you might have accumulated from part-time and/or summer work and the assistance you may be receiving from your parents, you may wish to explore other sources of financial aid such as government loans and grants and university scholarships and bursaries. The following is a brief list of available "study money". Read it carefully and if you wish any information and/or application forms, contact the Awards

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K1R 6K7, (613) 237-6411

FINANCIAL AID

Office, Room 202, Administration Building, telephone 231-3735.

Entrance Scholarships: Carleton University offers a number of scholarships, tenable at the University, to students entering a full-time undergraduate programme who have completed the Ontario Secondary School Honour Graduation Diploma (or its equivalent) and have demonstrated a high potential for university studies. These scholarships include:

- The Senior Scholarships, named in honour of former senior officers of the University,
- General Entrance Scholarships,
- Privately funded scholarships.

They are awarded on the basis of academic standing maintained by the candidate and such evidence of scholastic aptitude as may be available. These are continuing scholarships for not more than four years provided the candidate maintains a high academic standing and is registered in a full programme of undergraduate courses during the Winter session.

Values: Winter session \$1,200, \$1,000 or \$700 for the First and succeeding years. Spring term: \$400, \$300 or \$200.

Regardless of whether Carleton was the first, second or third choice for admission all students are eligible provided their academic standing merits the University's criteria.

The grades submitted by an applicant for admission are the basis for eligibility for a scholarship. Recipients of scholarships are notified at the same time as the university mails out offers of admission in June.

Bursaries: Bursaries are non-repayable and awarded after registration to students who show evidence of genuine financial need and who have a

reasonable academic standing. Students who are residents of the Provinces of Ontario or Quebec are required first to apply for provincial loans and grants. As well as completing an application form which can be obtained in the Awards Office you should arrange an interview with Awards or Assistant Awards Officer.

Student Loans: If you are an Ontario



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resident, you should apply for financial aid from the Ontario Student Assistance Program (OSAP). The new programme is made up of Ontario Study Grant, Canada Student Loan, Ontario Student Loan and Ontario Special Bursary. This scheme consists of a provincial grant and/or loan guaranteed by the federal government. In 1977-78, for example, 30% of the full-time student population at Carleton relied on some form of OSAP aid. The average loan and bursary award was approximately \$1900. A basic premise of this programme is that the amount of aid made available is only meant to supplement, not replace your own financial resources and those of your immediate family. Therefore, you will be expected to contribute to the cost of your education from your employment earnings and your parents (or spouse) will be expected to provide financial support in proportion to their income level. Brochures which accompany the application forms explain in some detail how your "need" is determined. To apply, you should request forms from the Awards Office or from the Ministry of Colleges and Universities, Mowat Black, Queen's Park, Toronto, Ontario M7A 1C6. You need not wait until you are accepted by Carleton to apply for OSAP aid. Should you decide to register at another institution, your Carleton application must be cancelled and you must re-submit another application form to the new institution.

Application deadline dates: To ensure you are notified of your assessment results before September, you must have your completed application in to the Awards Office before July 1, 1978.

Applications received up to September 30, 1978 are assessed for aid for the full academic year. If you apply between October 1 and January 31, you receive only one term assessment.

If after obtaining application forms and reading the explanatory brochure you have any questions regarding your eligibility for this loan and bursary scheme, you should contact the Awards or Assistant Awards Officer in the Awards Office for further information and advice.

If you are a resident of another province or territory you may be eligible for loans and bursaries through your home province. Your "home" province for purposes of financial aid is usually defined as the province in which your parents currently reside or, if you are an "independent" applicant, the province in which you have most recently lived and worked for twelve consecutive months or more outside of full-time attendance at a post-secondary institution.

Residents of the Province of Quebec may be eligible for financial aid from the Quebec Student Loans and Bursaries Service, Department of Education, Quebec City, Quebec. The application deadline is September 30 and you are advised to obtain the forms

directly from Quebec and apply early i.e. before July 15. All applications must be officially stamped in the Awards Office. Along with your application forms you will receive a booklet describing in detail the regulations of the Quebec programme and examples of how a student's loan and bursary amount is calculated.

Overseas Students: If you are a foreign student planning to study at Carleton on a Student Visa, you are not eligible for the above forms of government aid as these require that students have obtained Landed Immigrant status and fulfilled certain residency regulations. You are expected to come to Carleton with adequate personal funds to cover your education costs. If, however, you run into unexpected expenses during the school year, you may be eligible for modest forms of aid from the University's bursary or emergency loan fund. Once enrolled, you should arrange an interview with the Awards Officer, to discuss your financial situation.

Carleton University Emergency Loans: If, once you have registered, you run into unexpected expenses or find out your student aid has been delayed, you may be able to borrow from the university's emergency loan fund until other funds arrive. To apply for this form of temporary aid you must have an interview with the Awards Officer.

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FINANCIAL AID

Part-Time Students:

The above student loan programmes are open only to students who are planning to enrol on a full-time basis. For purposes of these programs, "full-time" is defined as taking three courses or more. If you are enrolling in less than three full credits, you are considered "part-time" and therefore ineligible for Canada Student Loans, Quebec Loans and Bursaries. However, if you are a resident of Ontario you may be eligible for either Ontario Student Grants, Ontario Student Loans or Ontario Student Bursaries, which are sponsored by the provincial government. For further information and application forms, you are advised to contact the Awards or Assistant Awards Officer. If possible, a personal interview should be arranged.

(Submitted by Carleton's Award Office)

FOOD SERVICES

Cafeteria food services facilities operate in a number of locations on campus providing a variety of menus in different settings. As well, food and beverages can be obtained through a number of vending machines spotted throughout the campus.

The Housing and Food Services Department monitors the various food services programmes to ensure

consistent high standards of quality and service.

To help the off campus student in economizing on the purchase and preparation of food, the Department makes available meal programmes which are similar to the full service programme offered to residence students. While participation in these programmes entails a commitment of funds on a term basis, the student is assured of well-rounded regular meals.

These meals are provided in the residence dining rooms and include the Special Occasion dining functions held from time to time. Perhaps the most significant aspect of the programme is the fact that a policy of unlimited second helpings applies to most menu items in the residence cafeteria.

For information on the various plans and their cost, contact Housing and Food Services (231-6395). If

continued after centrefold



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☐ Last day of first term classes and handing in term assignments (subject to earlier course deadlines)

WEDNESDAY

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DECEMBER 4

1978

DECEMBER 10

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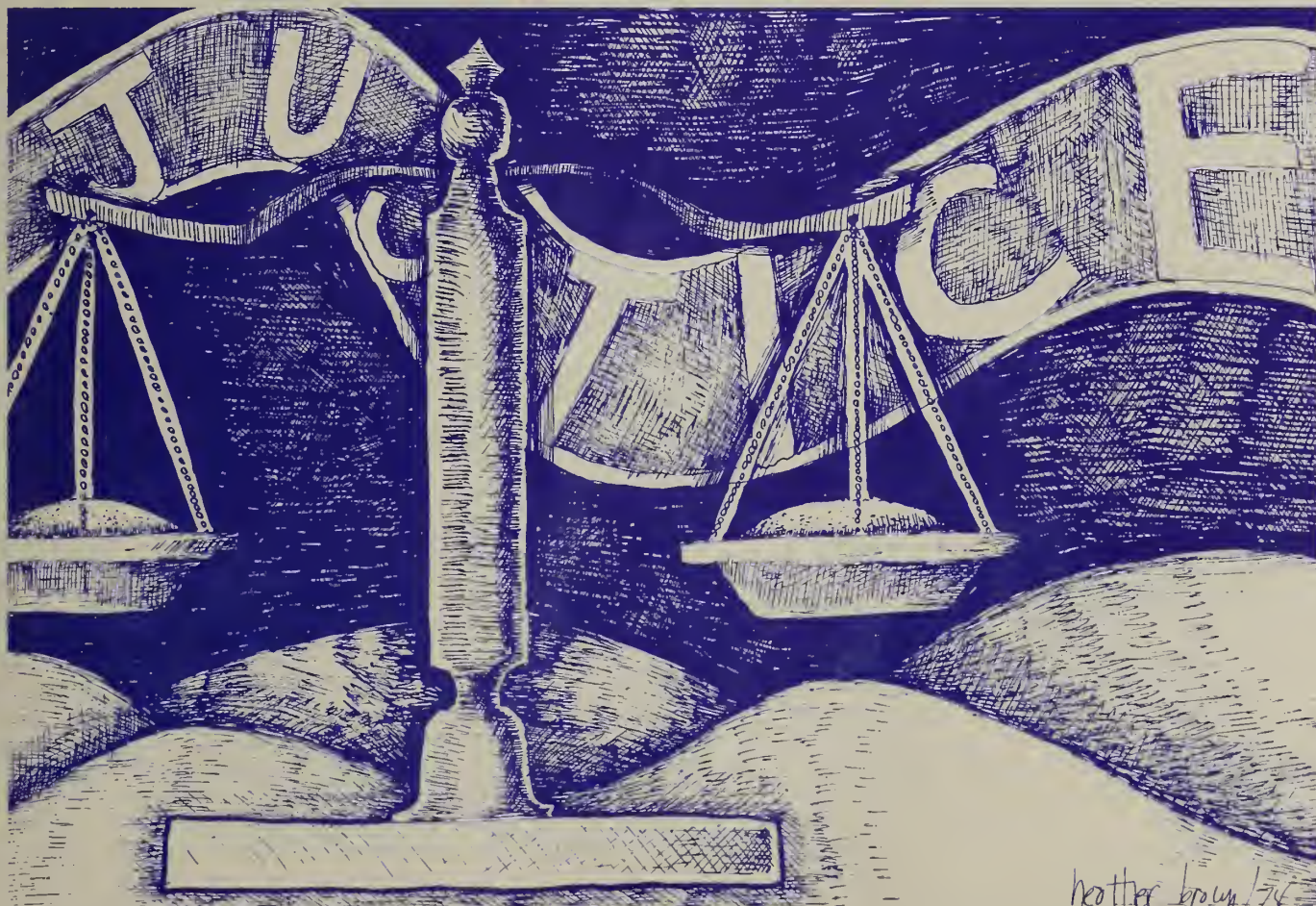
STUDENT DISCOUNTS

231 Bank St. at Lisgar, Ottawa
235-4309



OFFICE OF THE OMBUDSMAN
SPECIAL REPORT

RULES OF THE GAME



heather brown / 76

RULES EXIST TO DEAL EFFICIENTLY WITH recurring situations. Since bureaucracies and regulations are impersonal, you have the right to appeal most decisions and any application of a rule. You also have the right to help change the system itself.

In either case, it helps from the outset to know the rules of the game.

JUDICIAL SYSTEM

After more than eight years of debate and effort, Carleton is about to implement a reformed judicial procedure. The new system is expected to begin operating in January, 1979. We are learning to be cautious in our projections, however. (At one time, we believed the system would begin working last September.) Because a number of details still need to be adjusted and final approval from the Board of Governors is still pending, contact the Office of the Ombudsman if you are pursuing an appeal against an administrative decision.

The judicial system only deals with students who are alleged to have violated a university rule or regulation. Appeals with respect to administrative decisions are permitted but the system does not allow for appeal of academic decisions such as admission, grading, promotion, standing or graduation.

Briefly, the system allows for two stages. The first is an appeal to (or decision by) a Dean on a relatively informal basis. The second part involves a hearing before an Assessment Board which is more formal and which acts, in most cases, as the final appeal body.

Violations of the rules and regulations are categorized

into three classifications:

- instructional violations
- personal conduct violations
- property violations

Instructional violations (i.e. cheating on an exam, disturbance in class, etc.) will be dealt with by the Dean of the Faculty in which the student is registered. Personal conduct and property violations will proceed to the Dean of Student Services. After the interview with the Dean, a student may reject or accept the Dean's recommendation for disposition.

If a student elects to reject the recommendation, the case will proceed to an Assessment Board with the appropriate jurisdiction. The Board functions in a manner consistent with the Statutory Powers Procedure Act.

The above is a brief and perhaps inadequate description of the new structure. Incidental to its substantive aspects, the system includes notification to the Office of the Ombudsman of any dispute, the right of the Office of the Ombudsman to act in a student's behalf and a number of other things which, we hope, will result in a more fair disposition of cases.

ADMINISTRATIVE APPEALS

If you are alleged to have violated a rule or regulation in any of the areas below (as well as if you are alleged to have committed an Instructional Violation), you fall into the jurisdiction of the new judicial procedure when implemented. Since the procedure is complicated and as yet unfinalized, contact the Office of the Ombudsman if you wish to appeal an administrative decision.

Athletics: Complaints may be taken to Keith Harris, the head of the Athletics Department (231-2646).

If a policy matter is involved, you may take it up with one of the student representatives on the Athletic Board. They may be contacted by getting their names and phone numbers either from the Athletics Department (same number as above) or the

Students' Association (231-4380).

Bookstore: Complaints in the bookstore are dealt with at the customer services counter (to your left as you walk in).

There are students on the Bookstore Committee who are there to represent your interests in determining policies. Should you wish to contact them, their names are available through the Students' Association.

Business Office: Mr. McAdam is the Student Accounts Officer in the Business Office. If you have complaints regarding your fees account, he is the one to see. His phone number is 231-3762.

More serious problems (e.g. "I'm to be deregistered and

can't pay my fees right away") should be taken to Ron Lahey, Chief Accountant, who can be reached at 231-3604.

Food Services: Complaints about food should initially be taken to the manager of the facility involved. If this doesn't bring satisfaction, a note or a call to Dick Brown, Director of Housing and Food Services, Commons Building, (231-2785) outlining the problem is in order.

Library: The Circulation department of the library (231-2750) is the one with which a student will have the most contact. It is the one you should get in touch with if you receive an overdue notice for a book you have not taken out or have already returned. Again, appeals of this nature are administrative and at this time somewhat nebulous. Call the Office of the Ombudsman for more information.

Recommendations on the operation and development of the library are made through the Senate Library Committee. Student members of the committee may be contacted through the Students' Association.

Parking Fines: If your car is tagged on campus and you consider it to be unjustified, you should first approach Marshall Stephens, Traffic Supervisor (231-2716).

Further appeals may be made through the Ombudsman's Office.

City of Ottawa tickets issued on campus may also be appealed. Contact the Office of the Ombudsman.

Residence Appeals: Disputes can be resolved informally through mediation by the floor advocate or Residence Fellow or by action taken by all members of the floor as a group. More formal recourse can be obtained from the Residence Judicial Committee composed of a student prosecutor, student ombudsman and seven student judges. This system is largely for Resident-to-Resident (student-to-student) problems. A further appeal (when the case involves a fine of over \$50) is possible. If your dispute is with the Residence administration itself, and especially if it is very serious, contact the Dean of Student Services, (231-3723) or, of course, the Office of the Ombudsman. You may also contact the Residence Association.

ACADEMIC APPEALS

1. Informal remedies:

The first step is to speak directly to your instructor. While this means abandoning your low profile, and this is very difficult for some people, many disputes can be settled at this level.

If a satisfactory settlement is not achieved, the next step is to arrange a meeting with the chairperson of your department (or Director of the School). In some larger departments, a graduate or undergraduate supervisor may fill this role. She/he will attempt to settle the problem between you and the faculty member.

During these informal procedures, if you wish to have someone present, you may call on the Office of the Ombudsman. This is part of our job. (See "Office of the Ombudsman".)

2. Formal Procedures:

(a) Faculty Committee on Admissions and Studies / Appeals:

Failure to settle a grievance at the department level necessitates a formal appeal to the Committee on Admissions and Studies / Appeals. Application for an appeal to the appropriate committee is made by letter (addressed to the secretary of the committee), in care of the Faculty Registrar's Office (See "Faculty Registrars' Offices".) A student cannot appear before the committee in person so it is crucial that this letter contain all the pertinent information, including any relevant documentation (e.g. letters from faculty members, medical certificates, etc.). You are advised to contact your Faculty Registrar before appealing as she/he can assist you in preparing your case.

The terms of reference of the committees are, in part, "to hear and decide with the advice of the relevant major department, or school, those cases involving doubt as to the interpretation of, or requests for exception to, such regulations as are submitted to it by the Registrar or that came to it in appeal from the administrative application of regulations". Specifically, these include the rules governing admission, registration, examinations, standing, probation and graduation.

There is currently a proposal, from the Senate Committee on Admission and Studies Policy, to review and reform the academic appeals procedure. However none of the recommended changes are likely to be implemented in this calendar year.

Exception to the Rule: Appeals from Special Students are also made in writing but should be directed to the Secretary, Special Student Policy and Appeals Committee, care of the Office of Continuing Education. Again you are advised to contact the Director or the Records Officer/Counsellor in Continuing Education for help in preparing your case.

(b) Faculty Board: It may be possible to further appeal to your Faculty Board in some cases. Contact the Dean of your Faculty.

(c) The Senate: The final body for academic appeals is the Senate. Direct your appeal (once again in writing) to the Senate Executive in care of the Clerk of Senate. In the past, at this stage, actual hearings were sometimes available. It may be useful to check with the Office of the Ombudsman for information on procedures.

3. Review of Grades:

Although these are one form of academic appeal, the procedure is somewhat different. How grades are to be reviewed varies from department to department and from faculty to faculty. In some departments this means that the review is simply carried out by the same person who originally assigned the mark. For a review, one fills out a form in the Faculty Registrar's office and pays \$10 (refundable if the grade is raised). Check with the departmental chairperson to determine the procedures used. If they seem unreasonable or unfair it might be possible to see the Dean of the Faculty. In any case, if you encounter serious problems try the Ombudsman's Office. Some departments will provide a no less extensive review whether or not you pay your \$10. Find out about this as well.

STUDENTS' ASSOCIATION APPEALS

All students are members of the Students' Association which is governed by an elected council and an executive. Elections are in February and by-elections are in October.

You have the right to attend all council and executive meetings. You have the right to speak at council meetings and to bring forward motions (as long as either the mover or the seconder is a council member). You cannot vote on motions, however, unless you can induce a member representing your faculty to give you her/his proxy for a particular meeting.

The Students' Association, as an employer, representative of students, and provider of services should be (and sometimes is) responsive to student requests and appeals. Try them. Approach the President, an executive member or go directly to Students' Council.

Complaints concerning the Unicentre should be referred to the Director of Operations (231-4380). Students' Council is ultimately responsible here, as well, so they are the ones to approach about policy changes.

EXAM REGULATIONS

How many people cheat on examinations? Every year, we hope it will be no one. However, there are about 15,000 people writing various exams every April. If you are caught cheating, you will be asked to attend an interview with the Dean of your Faculty. The Office of the Ombudsman may represent you. If you wish, you may appeal the Dean's decision to the Senate Judicial Committee (all the Deans, the President and a couple of faculty members) or, we hope by January, to an Assessment Board. In any case, *THE PENALTIES FOR BREAKING ANY EXAM REGULATION ARE SEVERE*. This includes rules like not communicating in an exam even if you

had no intention of cheating.

The University, not unreasonably, is firmly committed to enforcing the regulations on conduct during examinations. If you find yourself panicking about an exam, see your prof or one of the available sources of counselling. Talk to someone. When you get to the exam, don't sit with anyone you know. Don't carry papers, notes or books to your seat. Leave them at the front of the room or wherever else the proctors suggest. In short, put yourself in a position where you don't need to break exam regulations, where you don't, in fact, break them and where no one can suspect you of breaking them.

RULES & REGULATIONS

Yes Virginia, even a university has rules. In fact, its sheer size results in probably more rules than are necessary and certainly more than any one person can remember. To complicate matters, there is no one source or code of all the rules that exist. The closest thing we have is the University Colendor. Read it. Despite its jargon and its dullness, it is the best place to start if you want to know where you're at.

The first thing to remember about rules is not to break them. Since the university is private property, the administration has the right to, for example, ban people from buildings or campus, tow cars, and so on. When you sign your contract of registration, you are recognizing the university's authority and are promising to abide by the rules. Ignorance, by the way, is no excuse. The system assumes that you know the rules. If you miss the last date for dropping courses, it won't help very much to say you didn't know. Of course, if you couldn't have known (i.e. if the rule was never printed in the Colendor for instance) you may have a case.

This brings us to point number two. The system does have some flexibility. Any decision applying a regulation is open to appeal. Most administrators (and most instructors for that matter) are not ogres. In other words, you will not be struck by a lightning bolt if you initiate an appeal. Information on how to do so is provided above.

Appeal Procedures are liable to the same breakdowns as the systems they exist to ameliorate. So, if you find yourself stuck, you can always try the President of the University. He is Michael Oliver and his office is in Room B-450, Loeb Building (231-4301). The Dean of Student Services, Norm Fenn, can also act on behalf of students. His office is in Room 501 Unicentre (231-3723). Finally, of course, the Office of the Ombudsman exists for this very purpose. Jim Kennelly and Dorothy Kent can be found there in Room 511 of the Unicentre (231-6717).

The third point about rules is that, as for as conduct is concerned, students are not unreasonably expected to behave as well as any other member of society. Ripping off library books, breaking windows in the pub, etc., may result in criminal prosecution (police, courts and a record if convicted) or in internal disciplinary action and administrative sanctions.

Finally, and for what it may be worth, rules unlike snow storms don't simply happen. They are made. As a student, you have the right to participate fully in the making of them. For information on how to do so, contact the Students' Association at 231-4380 or the CUSA Education and Research Office at 231-7158. Remember, it's your life which is governed by the rules and any regulations which may be inequitable or unnecessary won't change unless you are willing to become involved in the process of changing them.

We fill your life with music



At Treble Clef we make music part of your life. Treble Clef Records offers the largest selection of recordings in the Ottawa area. From Classical to Rock, and to play these recordings Treble Clef Stereo carries a wide variety of top quality Hi-Fi brand name components and accessories. At Treble Clef when it comes to music you never have to compromise

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BILLINGS BRIDGE PLAZA, 1050 BAXTER RD., ST. LAURENT SHOPPING CENTRE,
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FOOD SERVICES

purchased for both terms prior to November 15, a 10% discount applies to most plans.

(Submitted by Housing and Food Services)

GRADES

Summer Session grades are normally mailed to your home address during the first week of September. Results of

Winter Session first term half-courses are mailed to your local address during the last week of January. Winter Session final grades are mailed to your home address in the first week of June. If you feel that there is an error in your statement of marks, you should first check with your instructor to confirm the grade. If you wish to pursue a formal review of your final grade you must apply to your Faculty Registrar's Office within fourteen days of the final release of the results. It should be noted that a

GRADUATE STUDENTS

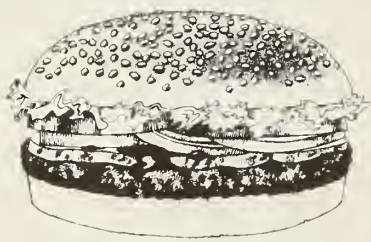
review of a final grade can result in a lower grade.

Final transcripts of your grades may not be available until one month after your unofficial statement of marks has been released. Special arrangements for an earlier release of an official transcript can sometimes be arranged through your Faculty Registrar's Office. **(Submitted by the Registrars' Offices)**

Editor's Note: Grades are usually posted in your department by student number. The earlier you get a look at the list, the earlier you can begin considering whether or not you are interested in a review of grades. Clerical errors are not uncommon; substantive errors are not impossible. See your instructor informally first. The worst consequence of this, as opposed to a formal review request, would be that you understand better why you didn't do as well as you thought you might.

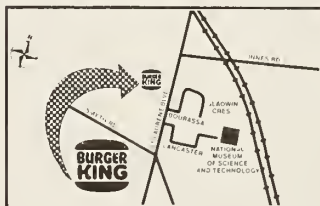
GRADUATE STUDENTS

There are about 1,600 full and part-time graduate students at Carleton, most of whom belong to the Graduate Students Association (Room 511, Unicentre, 231-4347 or 231-4380). The rest are members of the Student Union of the Carleton University School of Social Work (3rd level, Mackenzie Building). The G.S.A.



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Every Burger King burger is juicy 100% beef — flame-broiled, not fried, and served up sizzling hot on a toasted sesame seed bun. Take your pick of the fixings: onion, tomato, pickle, lettuce, ketchup or mayonnaise. As many or as few as you choose. That's how we make the Whopper, the best darn burger in the whole wide world. And in Ottawa too.

Opening later this year at Bell's Corners.



represents grads on Senate Committees; sponsors a year-end party; and publishes the *Grad Front*, a newsletter distributed to all grads. The G.S.A. also operates Mike's Place (2nd level, Unicentre), an informal lounge where beer, wine and apple juice are sold, at modest prices.

The Executive of the G.S.A. is elected in the Spring term but its Council, with representatives from every department, is elected in the Fall.

Shoring the G.S.A. office, is the Graduate Assistants' Association. Last Spring, the G.A.A., concerned with the working conditions of Carleton teaching and research assistants won the right to certify as the legal bargaining unit for these employees but narrowly lost a certification vote. As "a union — almost", the G.A.A. hopes to continue its efforts this year. Both organizations depend on participation. Get involved!

HEALTH SERVICES

Health Services provides comprehensive health care for both resident and non-resident students during your time at Carleton. Our purpose is to ensure that you benefit totally from your experience at university and we invite you to visit us if you need medical care and/or information.

It is important to seek medical help

promptly when you have physical or emotional health problems; waiting "to see if it will go away" often leads to reduced study efficiency or unnecessary loss of attendance at classes. You can walk into our clinics and get help immediately. Appointments can be made but are not essential.

Confidentiality is strictly observed. No information is released unless requested by the person concerned.

Medical Services
6th Level Unicentre
Mandoy - Friday — 9:30-4:30
Tel: 231-2755

Physicians and nurses are available to advise and treat almost every medical requirement students might have including: treatment of illness; counselling on various aspects of health; birth control; counselling and referral for abortions; diagnosis and treatment of venereal disease; allergy needles; immunization; referral service to specialists when needed; emotional problems; and, not the least, "a shoulder to cry on".

Mental Health Services
6th Level Unicentre
Mandoy - Friday — 9:00-5:00
Tel: 231-7488

If, at any time, you feel you want to talk to someone about personal difficulties, a competent staff of

psychiatrists is available for consultation and treatment.

(Submitted by Health Services)

INCOME TAX

Income tax returns, tables and guides are available at any Post Office, including the one on campus. If you are an out of province student, but have worked and/or studied in Ontario, find out in which province it is possible (and most in your benefit) to claim residency. For this and other tax information, try the Ottawa District Tax Office at:

360 Lisgor Street,
Ottawa, Ontario K1A 0L9,
Telephone: 996-8340

They can mail you forms (e.g. the T1-M moving expenses form) as well as a useful pamphlet called "Income Tax and the Student". Ask all your questions here first.

Quebec residents can get information on provincial taxation from the Revenue people at:

170 Hôtel de Ville,
1st Floor,
Hull, Quebec,
Telephone: 770-1768

It can be to your benefit to file

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even if you don't have a taxable income (or any earnings at all) since you may be eligible for Ontario Tax Credits. The Credits (unlike deductions) are "real money" returned to you. For information dial the operator and ask for Zenith-8200.

Carleton usually mails its tuition and education deduction forms, its T4A's (bursaries, etc.) and T4's (earnings including assistantships) by late February or early March. If you don't receive yours, try calling the Business Office at 231-3762.

Finally, if you're still having problems after all those phone calls, try the Office of the Ombudsman for information and advice.

As far as we know, at the time of publication, Information Carleton will be operating again next year. They're an excellent source of information on entertainment and services at the University, an questions about exam schedules and on referrals to the right place for the answers to more serious problems.

If you're having trouble getting the answer to a question try:

Office of the Ombudsman
Room 511 Unicentre
231-6717

(See also "Publications" and "Community Information Centre")

arise. With this in mind a reception service at the beginning of September is set up whose focus is orientation to the new and perhaps at first alien culture. As a place for information, a place for contacts and for survival seminars on Canadian Culture the reception centre is a good place to begin one's education in Canada. This is the beginning of the international programme which, depending on the need, may lead to city tours, crosscultural communication workshops, Christmas parties, ski lessons and so on. Whatever the need, be it visa problems, landlord hassles, etc. the International Student Advisory Bureau in the Office of the Dean of Student Services, Rm. 501, Unicentre is there for you. Drop in or give us a call at 231-3724.

(Submitted by the International Student Advisor)

INFORMATION

The following are some places to find information at Carleton. The bottom line here is that you might never know the answer unless you ask. Often, it's a good idea to ask more than once and to ask more than one person.

Information Office
605 Administration Building
231-3600

Information Carleton
4th Floor Unicentre
231-7177

INTERNATIONAL STUDENTS

The International Student Advisory Service operates out of the Office of the Dean of Student Services with the aim of meeting the needs of international students. Quite often this involves personal and academic counselling as well as programming of events with an international emphasis, where Canadians and internationals can mingle and share cultural subjects. As there are 500 students with student visa status at Carleton special needs do

JOBS

Jobs are much like "Employment" so check under that heading first, for the 'heavy stuff'.

However, if you are looking for 'just a job', part-time or otherwise, try the following.

Coffee Vending and Sogo annually hire a large number of students to work in the Residence and Unicentre cafeterias. Their offices are in the

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● 111 O'Connor

● 1081 Carling

● The Merivale Mall, 1642 Merivale Rd.

237-7270

● Beacon Hill Medical Centre,
877 Sheppard Rd.

● Bayshore Shopping Centre

● Billings Bridge Plaza

● 261 Montreal Rd.

JOBS

Commons Building at 231-6357 and 231-3710 respectively.

The Students' Association (231-4380) hires students to work in the pub, games room, or turnkeys etc. Check the first issue of *The Charlton* and apply early.

The University academic departments also hire students for a variety of things. But most jobs are given to last year Honours and Graduate students. However, if you can type and don't object to doing so, they may be worth a try.

Also try the Faculty Registrars' Offices (see "Registrars' Offices"), High School Liaison Office (231-2738 — they hire students to conduct tours of the campus), the Personnel Office (231-3775), the Athletics Centre, (231-2646), Security Services (231-3822), and anyone else around campus.

A perennial employer off-campus is the Department of National Revenue, Taxation Branch. They begin hiring in early January, full and part-time, and employment can last until late spring. The salary is reasonable, but the work is menial. Advertisements for these positions are fairly extensive; check the daily want ads and *The Charlton* early in the new year.

The best time to get a part-time, on-campus job is early in September; so if you think that you may need a little extra bread to endure the cold winter months, **APPLY EARLY.**

LEGAL AID AND ASSISTANCE

LEGAL AID AND ASSISTANCE

All of us, at one time or another, find ourselves facing situations where we need legal advice to help us make up our minds on appropriate courses of action. The following are places in Ottawa where you can get legal assistance:

Ontario Legal Aid Plan: The Ontario Legal Aid Act provides that a person who cannot afford a lawyer may obtain a certificate which is accepted by participating lawyers in lieu of payment. There is no charge to the applicant unless, at the time of assessment, it is determined that she/he is financially able to pay a portion of the costs for legal services rendered.



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DECEMBER 18

1978

DECEMBER 24

LEGAL AID AND ASSISTANCE

Applications may be made through the Legal Aid Area Office at 126 York Street, 238-7931; a lawyer practicing in the Ottawa-Corleton judicial district; referrals by area welfare agencies or the Legal Aid Clinics sponsored by the Legal Aid Plan; Duty Counsel present in Provincial Court No. 1 (Remand Court) or in Juvenile and Family Court.

The Legal Aid Plan also operates a number of clinics, at various times and locations around Ottawa, where lawyers are available for consultation free of charge. For information on times and locations of these clinics, call:

Ontario Legal Aid Area Office
126 York Street, Ottawa
238-7931

Quebec Legal Aid: If you live in Quebec or have legal problems in that province, there is a similar service available. Call:

Community Legal Centre of
Ottawa
155 Rue Principale, Hull, Quebec
771-7353

Assistance is available in English as well as French.

Student Legal Aid: The Law School at Ottawa University runs a legal aid clinic staffed by students. This clinic is available to Corleton students, and other low income people, at no charge.

The clinic, using mainly second and third year law student volunteers, gives legal advice, handles civil action (e.g. landlord-tenant disputes) where the value of the claim is below \$1,000, traffic court cases, and certain lesser criminal charges.

Lawyer Referral Service: The Law Society of Upper Canada operates this service. They can give you the name of a local lawyer with whom you can consult for about half an hour at a nominal charge of \$10. You may wish to retain this lawyer to act for you afterwards — at the normal rates. Definitely check out the other available sources first if you have no money and/or on emergency on your hands. For information call 233-7386.

If you are on campus and need legal assistance, try the Office of the Ombudsman. In certain cases, we can provide assistance and of course it's free.

LIBRARY

The MacOdrum Library, located on the Quad, is the main library on campus. It is divided into Science and Engineering, Humanities, Social Sciences and Documents divisions with each division being located on a different floor of the

building.

The library contains an audio room and a comprehensive selection of magazines and newspapers (both current and back issues). It also has a microfilm collection.

On the average, materials may be borrowed for a period of two weeks though many of the books with the greatest demand are restricted to five days or overnight. Some books do not leave the library at all — but can be borrowed for a couple of hours to read in the library. The university I.D. cards serve as the library card. The first time you want to take a book out, have circulation staff put a library identification label on your I.D. card. There are no extensions on library books for undergraduate students and the fine for an overdue book can become quite substantial (20 cents a day and up). If fines are not paid at the desk then a billing charge of \$2.00 will be added. If you lose your I.D. card, report it to the circulation counter as soon as possible, for your own protection. You are responsible for any material signed out in your name.

On each floor of the library there is an information desk where information booklets on various procedures of the library can be obtained. In the autumn the library staff conducts tours of the facility to familiarize students with the workings of the building.

Copies of exams for the last three years are kept on the tables behind the

MONDAY

25

- ☐ Christmas
- ☐ Hanukah



THURSDAY

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DECEMBER 25

1978

DECEMBER 31

LIBRARY

main floor information desk. Older exams are kept in the Corleton Archives on the fourth floor of the library.

There are a number of departmental libraries and reading rooms. Since rules for these vary from department to department, you will have to check those that interest you.

One of the biggest problems the Corleton Library has to face is mutilation of books. Every year, over 1,000 books have to be replaced because someone ripped off the cover, tore out the insides or took a knife and cut out an article from a magazine they just had to have. Besides being stupid, it is a serious offence, and if you get caught (and people do get caught), it is no picnic. A hefty fine or suspension from using the library is the least you can expect plus the agony of going through a hearing.

LOCKERS

All lockers are located at the tunnel level. You can rent one for \$2.00 at registration or after registration at the Business Office (3rd Level Admin. Bldg.). Locks are your responsibility and any type will do, however the combination type can be purchased at the Bookstore.

When you pay for your lockers, you will be issued a receipt — KEEP IT — it may save you some hassle later on.

When you arrive at your locker you

may find someone has put their unauthorized lock on your locker (nasty, nasty). Trot back to the Business Office and explain the problem and produce the receipt. The Business Office should take care of the problem.

LOST AND FOUND

The campus Lost and Found operated by

Security Services, is located in the Patrol office (Room 203, Administration Bldg.) and can be reached at 231-4360 twenty-four hours a day.

O.H.I.P.

This is the basic health insurance available to Ontario residents.

Applications for non-group



MONDAY

1

☐ New Year's Day



THURSDAY

4

TUESDAY

2

FRIDAY

5

☐ Registration for winter session second term half courses ends

WEDNESDAY

3

☐ Second term classes begin
☐ Registration for winter session second term half courses

SATURDAY

6

SUNDAY

7

JANUARY 1

1979

JANUARY 7

enrolment may be picked up at Health Services (6th Floor Unicentre). If you are turning 21 this year, you must apply for your own O.H.I.P. number. If you apply at least 30 days before your birthday, you should have continuous coverage; however, if you apply during the month of your birthday you may have a 3 month wait.

International students who apply for O.H.I.P. within the first three months after their arrival will receive coverage effective the first month after application. When applying after 3 months, there will be a 3 month waiting period.

If you are over 21 and have been a resident of Ontario for the past 12 months and your finances are very limited, you may be eligible for Premium Assistance. International students may also be eligible under same circumstances. Fill out an application as early as you can. If your yearly income is below the taxable level, for example, you will probably be eligible. Applications and more information about O.H.I.P. can be obtained from:

Health Services
6th Floor, University Centre
231-2755
and

Ontario Health Insurance Plan
75 Albert Street,
237-9100.

O.H.I.P. premiums are paid quarterly; \$57 single and \$114 per family. In the Spring of 1978, the Ontario government announced a 37.5% increase in these rates. Under protest, this was halved to produce the rates described here. Other announcements suggest the coverage itself will be much more limited, e.g. you may incur costs for basic required health care over and above premium payment. Your elected Minister of Health is Dennis Timbrell (10th Floor Hepburn Block, 80 Grosvenor St., Toronto). By all means, let him know how you feel.

OFFICE OF THE OMBUDSMAN

The Office was created seven years ago to deal with complaints and grievances from the community. We handle both internal and external problems either personally or by referral.

The scope of the Office includes problems with the University such as marks, fees, etc. and extends to externals such as credit, UIC claims and landlord-tenant disputes.

The Office also conducts a legal aid clinic, provides counselling in various areas and generally listens to whatever might be of concern.

The Ombudsman is Jim Kennelly. The Assistant Ombudsperson is Dorothy Kent. We can be found in Room 511 of

the Unicentre or by calling 231-6717. If you call during the day, an evening appointment can be arranged.

Incidentally, the Office also publishes this guide.

PARKING

Students operating a motor vehicle on university property are required to purchase and display a valid parking permit or use a pay parking facility.

Full-time and part-time students can purchase permits either at registration or at the Traffic Office (Main Floor, Administration Building). Prices vary from about \$45 to \$130 per year for full-time students, according to location and whether or not electrical outlets are provided. Part-time student prices also vary from approximately \$24 to \$45.

Along with your permit you are issued an access card. If you lose or break your card a new one can be purchased at the Traffic Office for \$2.00. If you return the access card a \$2.00 refund will be given to you.

If you do not have a permit and require parking space there are pay facilities on campus. Familiarize yourself with the various locations and prices. It may prove a false economy to take the chance of parking illegally since Security Patrol Officers are very efficient at giving parking tickets; both those issued by the University (for those

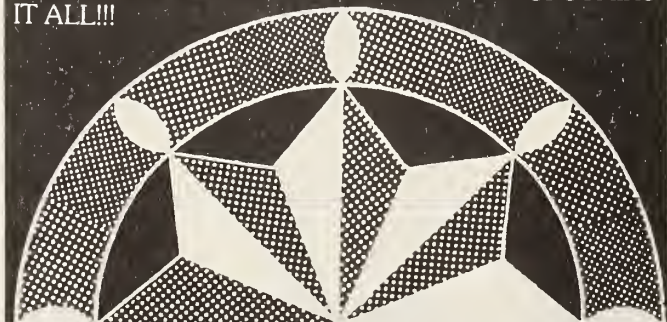
the hayloft

**A PLACE WHERE
PEOPLE MEET AND
GOOD TIMES ARE HAD.**

**A PLACE WHERE OLD
FASHIONED PEANUTS ARE
CONSIDERED SPECIAL.**

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IN THE CENTRE OF
IT ALL!!!**

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UPSTAIRS**



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We provide lessons in folk, classical, blues & slide guitar, celtic mandoline, bagpipes, descant recorder, voice, music theory, bluegrass & mountain banjo. Free jam session every Saturday afternoon.

We carry a full stock of strings & supplies, records, books & magazines, new & used instruments, and fine handmade instruments.

744 Bronson at Clemow

238-7222

PARKING

who have a sticker) and a City of Ottawa ticket. Your car could also be ticketed and towed away at a cost of \$15.

Tickets can be appealed if any person feels that the ticket has been wrongly issued. For Carleton University Offence tickets written appeals (within 10 days) should be sent to the Administrative Officer, General Services, Administration Building.

If you are still not satisfied with the appeal decision drop in to the Ombudsman's Office and let us take a look at it.

If you receive a City of Ottawa ticket and if you wish to fight it you can do so in Provincial Court or you can pay the ticket and appeal internally. If you use the latter, the appeal must include a copy of the receipt received when you paid the ticket. Should you be successful, the fine paid will be refunded.

Any outstanding Carleton University traffic fine in a student's name is applied to your student account and the release of final grades is made conditional on payment.

Pamphlets outlining the university's traffic regulations are issued with parking permits or can be picked up at the Traffic Office. If you drive a car to school you should have some familiarity with these regulations. It will save you money!

PEER COUNSELLING CENTRE

The Peer Counselling Centre (Room 502, Unicentre, 231-7476) is a student organized, student run, drop-in centre where students, who receive training in counselling skills and information

PEER COUNSELLING CENTRE

provision, offer counselling on a one-to-one basis to their peers. Student counsellors receive training from personnel at Planned Parenthood Ottawa, Royal Ottawa Hospital, University of Ottawa, and Algonquin College. Students help their fellow students to help themselves by offering information, discussion, alternatives and referrals to medical and social services



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when required. Counselling oroes include birth control, pregnancy, abortion, venereol disease, stress, loneliness, sexuality and sexual identity as well as nutrition.

The Centre's services ore completely confidential and ore offered free of charge with no oppointment necessary.

The Centre is open Mondoy to Thursday 10 a.m. to 7 p.m. and Friday 10 a.m. to 4 p.m. Come up ond see us sometime, or give us o coll — we care. (Submitted by Peer Counselling Centre)

POST OFFICE

There is o smoll Post Office on compus where you can buy stumps and money orders, look up postal codes, send porcels ond so on. It's open on weekdoy only, from 10 a.m. to 3 p.m., ond is closed on Stotutory Holidoy. It's located ot tunnel level in the corner of the Quod between the Tory Building ond Poterson Holl — it's difficult to find the first time you try, so if you have o problem ask someone to point it out to you. If you ore around the Residence oreo you will find o mail box on the side of the rood between the Mockenzie Building ond Residence. Stumps can also be purchased in the Unicentre Store. For o nearby off-compus Post Office, check the phone book for location ond hours of operation.

PREGNANCY AND/OR ABORTION

The "either or" slosh in the subject heading should not mislead you. The best alternative to on unwanted pregnancy is birth control. Birth control methods can foil however ond almost everyone (even though we should know better) has octed thoughtlessly ot one time or onother. In either cose, pregnancy may result.

The most important thing to do if you suspect you may be pregnant is to make sure by seeing o doctor who can orrange for you to submit o urine sample to o reputable laborotory two weeks after o missed period or 40 days after your last period. Other options (dropping into o pharmacy, do-it-yourself kits, etc.) ore less reliable ond no less costly.

There ore o large number of reasons why you may have missed o period. Stress, o change of climate or location ond the effects of birth control pill hormones ore some possibilities. It is also possible for lob tests to misdiagnose pregnancy ond provide false positives or negatives. Stay in touch with your doctor ond, before you make o final decision, have o thorough internal exomination to confirm the lob findings.

There ore three possible courses of

action open to you if you find you ore pregnant. You can carry the pregnancy to term ond keep the child; you can carry the pregnancy to term ond put the child up for odoption; or you can end the pregnancy by means of therapeutice abortion.

Any decision you make will require a good deal of thought ond planning. In porticular, abortion becomes dangerous ond difficult after the first three months ond probably impossible after the sixth month.

The low in Conodo does permit therapeutice abortion for mental as well as physical health reasons. Not all hospitols have Boords (necessary to authorize on abortion in each cose) ond not all doctors ore willing to perform or encourage the exercise of this option.

What is most important is to gather information as quickly as possible. Health Services (6th Floor Unicentre, 231-2755) ond the Peer Counselling Centre (Room 502 Unicentre, 231-7476) ore both useful places to start. It is important, whatever agency or information source you use, to be certain that you ore making up your own mind. Don't hesitote to soy you prefer not to be pressured in any one direction. Don't hesitote to seek advice from more than one source. If you ore considering abortion as one option you must oct fairly quickly. Make sure then that the doctor you ore seeing is willing ond able to assist you. If not, see someone else. Remember, however,

MONDAY

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THURSDAY

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TUESDAY

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- ☐ Last day for course changes in and late registration for second term half courses

FRIDAY

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WEDNESDAY

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SUNDAY

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that getting the facts on all the options does not in itself commit you to a choice: it allows you to make an informed decision.

A useful off-campus agency which can be contacted is ARCAL (Association for the Review of the Canadian Abortion Laws). ARCAL's phone number is 225-0929. The Centretown Community Clinic (342 MacLaren Street, 233-9358) also provides help. Assistance and referral at either agency is available no matter which option you choose.

Although private abortion referral agencies exist, it is probably not a good idea to turn to them first. The cost (you will be sent directly to a U.S. clinic) may be higher than necessary and it is hard to know how reputable some agencies may be. Even more crucial, do not attempt to incite an abortion on your own or with the help of anyone who is not a qualified physician. The results may be tragic.

Finally, the Peer Counselling Centre and Health Services will be happy to assist you in contacting organizations like Canadian Mothercraft and the Childbirth Education Association, for example, which can be helpful if you decide to carry your pregnancy to term. (See "Peer Counselling Centre" and "Health Services")

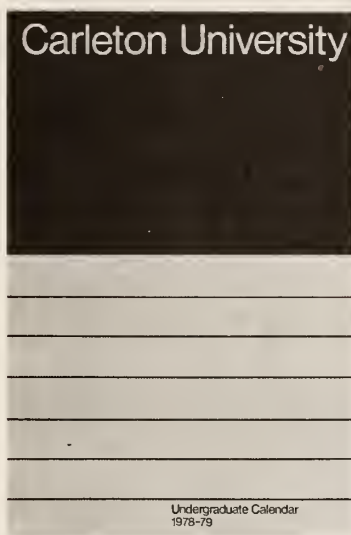
PROGRAMME CHANGES

Students who wish to initiate changes of

major or changes in degree programme should consult their Faculty Registrar's Office (see "Registrars' Offices"). Changes of major may be made during registration, pre-registration and generally throughout the year, involving few complications. Changes of degree programme are more complicated with strict application deadlines involved. (Submitted by the Registrars' Offices.)

PUBLICATIONS

The heart of a University is its library; the heart of this Survival Guide



are the sources we used to compile it. The following is a short list of on-campus and off-campus publications you may find useful. We did.

On-Campus:

Carleton University Undergraduate Calendar, 1978-79: The most important book on campus. Read it. Use it. What the University promises here, it will at least try to deliver. Available from the Faculty Registrars' Offices.

Carleton University Graduate Calendar, 1978-79: Just as important for grads as the general Calendar is for the rest of

ASSOCIATION

A GUIDE TO YOUR STUDENTS' ASSOCIATION



MONDAY

22

THURSDAY

25

☐ Registration for spring term

TUESDAY

23

FRIDAY

26

☐ Registration for spring term ends

WEDNESDAY

24

SATURDAY

27

SUNDAY

28

PUBLICATIONS

us. Available from the Faculty of Graduate Studies, Room 215, Petersen Building at 231-4403.

Association: All about the Students' Association on campus and what it offers in the way of services, help, entertainment, etc. Available from the Carleton University Students' Association, (Room 401 Unicentre), at 231-4380.

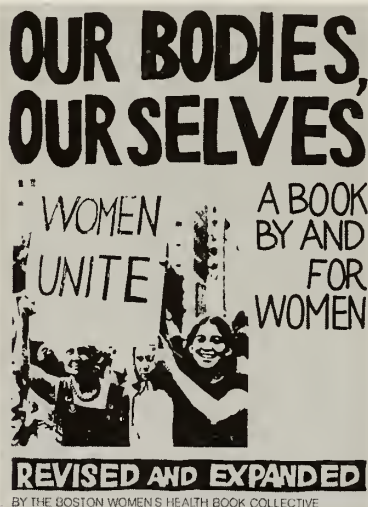
Carleton Women's Book: Services and resources for women on campus plus a handy time-table for classes. Compiled by and available from the Women's Centre, Room 504 Unicentre at 231-3779.



Communitas: The Residence handbook. Published by Student Housing Office and the Rideau River Residence Association. Available from The Housing Office (231-6395) or The Residence Association (231-3806).

Course Guide: Published by the Education and Research Office of CUSA and listing most Q-year, first and second year courses. A good book to flip through before you make a final choice. Available from CUSA at 231-4380.

Guide for Handicapped Students: A guide to building accessibility and resources compiled by the Quest club at Carleton and available from the Dean



of Student Services Office, Room 501 Unicentre, 231-3724.

Resources for Courses: A guide to typewriters, equipment, calculators, collections of books, slides, catalogues and almost everything available as a resource for course work, compiled by and available at the Office of Instructional Development, Room 499 Laeb Building, 231-5683.

Staff Telephone Directory: Not really intended for students but very useful if you have a complicated question to ask. Most offices have one. Take a look and jot down some numbers.

The Student Directory: The name and phone number of every student registered at Carleton. You may opt out of the Directory by signing a request at Registration or by seeing CUSA, the publisher, at 231-4380, Room 401 Unicentre.

The Charlantan: The weekly student newsmagazine. Available on Thursdays at locations around campus. Compiled in Room 531 (231-4480). Volunteers are always needed.

This Week at Carleton: The University weekly. A little dry but a good source of information especially about changes in University policy, committee meetings, etc. Compiled by the Information Office (231-3600) and available around



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PUBLICATIONS

campus.

N.B. Other Offices and parts of the University publish information. In particular, the Library offers a number of guides for use in various disciplines as well as library tours which are well worth taking. Most departments and schools also offer guides, course lists, and other material. Check them out.

Off-Campus:

Citizens' Guide to Ottawa Recreation and Parks: Free from the City's Recreation Branch, Brewer Park, 214 Hopewell Avenue, 563-3222.

Directory of Community Services, Ottawa-Carleton, 1978: Available from the Community Information Centre at 238-2101. Costs about \$4.

Income Tax and the Student: Available free from the District Taxation Office, 360 Lisgar Street, 996-8340.

Landlord and Tenant Update: Prepared for the Preventive Law Program of University of Ottawa Student Legal Aid and available free (if any copies are left) at The Ombudsman's Office, Room 511 Unicentre, 231-6717.

Our Bodies, Our Selves, A Book for and By Women: Available at bookstores (at about \$6) and from the Peer Counselling Centre at 231-7576.

Ottawa Women's Centre Resource

Guide: Available from bookstores as well as the Ottawa Women's Centre at 821 Somerset Street West, 233-2560. Costs \$1.95.

Self-Counsel Series of books on Ontario law especially **Fight That Ticket in Ontario**, **Small Claims Court Guide in Ontario**, and **Civil Rights in Canada**. Books cost from \$2.50 to \$9.95 and are available at the Carleton Bookstore.

N.B. Remember: laws change and publications do not replace competent legal help.

Toronto Community Law Program

Publications (including **Income Tax**, **Making A Will**, **Small Claims Court**, etc.). Cheaper (\$1.50 each) and as useful as the Self-Counsel Series but available only by writing to 105 Davenport Road, Toronto, Ontario, M5R 1H6 or calling (416) 965-5183.

Women on Welfare: Available on a limited basis from the Carleton University School of Social Work at 231-3705.

The Student Advocate: Published by the National Union of Students and available free on Campus.

N.B. Don't forget the telephone directories. Almost every government department churns out information. Call

REGISTRARS' OFFICES

them. Ask for it. You never know, it might be useful.

RAPE CRISIS CENTRE

The Rape Crisis Centre (at 238-6666) provides a 24-hour emergency telephone line, as well as person-to-person support, accompaniment through medical and legal procedures if desired and in-depth individual, family and group counselling. (See also "Security".)

REGISTRARS' OFFICES

The Registrar's Offices are a key link between students and the University. These offices register you in your courses, maintain your academic records, and administer numerous University regulations. The paper work for dropping courses, changing sections, changing Majors, writing supplementals, obtaining official transcripts, filing a new name or address, and so on are handled here. The offices administer decisions on course load, promotion, probation, accelerated progress, eligibility to register or to graduate, letters of permission to take courses at other universities, and other regulations.

MONDAY

29

☐ Spring term classes begin

THURSDAY

1

TUESDAY

30

FRIDAY

2

☐ Groundhog Day
☐ Last day for course change and late registration spring term



WEDNESDAY

31

☐ Last day for applications for supplemental and special exams in first term half course finals

SATURDAY

3

SUNDAY

4

JANUARY 29

1979

FEBRUARY 4

REGISTRARS' OFFICES

Registrars' offices are staffed by Assistant Deans, Registrars, Assistant Registrars and Records Officer/Counsellors who are there to explain the regulations, guide you through the red tape, and help you prepare requests for special consideration or appeals. Registrarial staffs are under strict obligations of confidentiality.

Registrars' Offices are:

Arts & Social Sciences (including St. Pat's) — 312 Poterson Hall, 231-6690

Engineering (including Architecture & Industrial Design) — 353 Mackenzie Building, 231-4313

Science — 212 Herzberg Building, 231-5571

Special Students (Note: This office opens from 6:45 to 9:00 p.m. Mon. - Thurs. in the Fall-Winter Session and 6:30 to 8:30 p.m. in the summer.) — 302 Admin. Bldg., 231-6660.

Graduate Students — 215 Poterson Hall, 231-4403

(Submitted by the Registrars' Offices)

ST. PATRICK'S COLLEGE

St. Patrick's College was founded in 1930 and until it was purchased by Carleton in 1967, was affiliated with the University of Ottawa. It was relocated to

the Rideau River Campus in 1973.

The College offers courses and majors in the following disciplines: art, classics, economics, English, French, history and sociology. A number of interdisciplinary courses are also offered including Criminology and Corrections, Canadian Studies and Women's Studies. A one year intensive French programme is also available at the College as well as on intensive Spanish programme.

Students attending St. Patrick's will find a self-contained institution which offers, in addition to its services, the close proximity of Carleton's resources. Within the College students can make use of a library, learning resource centre, counselling and chaplaincy, print-shop, cafeteria and students' association.

Those students who are entering the university system after years in the labour force or simply out of school, will find the College's services in this area the most advanced at the university. Study skills workshops and a special re-orientation programme are offered as well as the warm and supportive atmosphere for which the College is well reputed.

If you have any questions about the College and its services contact the Assistant Dean at 231-2667 or drop into the Students' Association Office, Room 303 (231-4401).

Academic Appeals:

The Admissions and Studies Committee

ST. PATRICK'S COLLEGE

of St. Pat's, chaired by the Assistant Dean, handles the appeals of students who believe that they have a legitimate grievance against the application of the university's academic regulations. Some of the problems which students take to the committee range from failure while on probation to difficulty in being admitted to the college or the university. If you are unsure as to whether or not a problem can be handled by the Admissions and Studies Committee the best procedure is to approach the Assistant Dean (231-2667). The University Government Students (Room 303) and the Office of the Ombudsman (231-6717) can also give you valuable advice.

Chaplaincy:

The College's Chaplain, Michael Peterkin, is located in Room 307. His number is 231-3673.

Counselling:

Counselling services are available (231-4408).

Learning Resource Centre:

The St. Pat's Learning Resource Centre is located in Room 335. The centre combines the functions of language-learning centre, audio-visual equipment distribution point and private study centre, while supporting numerous programmes with technical services and advice. Bobb Morris is the Director of the Centre. Her number: 231-3674.

MONDAY

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THURSDAY

8

TUESDAY

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FRIDAY

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WEDNESDAY

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SATURDAY

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SUNDAY

11

FEBRUARY 5

1979

FEBRUARY 11

Library:

The St. Pat's library is another section of the Learning Resource Centre housing approximately 3,500 volumes plus periodicals. This small library is located in Room 112 of the college. The choice of large study tables or private study corners have made the library a popular choice for Rideau River and residence students as well as the students of the college. The library telephone number is 231-3674.

Residence:

Renfrew House is the St. Patrick's College residence. It houses approximately 170 students. For further information contact the Housing Office (231-3610).

Students' Association:

The St. Patrick's College Students' Association Incorporated is an autonomous student government of Carleton, representing the 425 full-time and 150 part-time students at the College. It operates with a Council of 15 members, 12 of whom are representatives of year and status and 3 of whom are Executive members.

The Association funds a newspaper, radio station and numerous club activities (such as a Photography Club and Drama Club to name two) as well as several community oriented programmes, including the annual Canned Food Drive, which collects canned foods for social agencies in the

city, and the Group which works weekly with retarded children and adults in Smiths Falls.

The students at St. Pat's play an important role in determining the quality of life of the College. Because the community is small there is a high degree of participation and student government has therefore been very effective. The Association has also played a role in fighting against faculty firings, cuts in the library budget both at MacOdrum and at the College and against increase in ancillary fees such

as the athletic fee. The president of the Students' Association this year is Mark Cloncy.

SECURITY

Carleton has a problem. There are approximately 15,000 full and part-time registered students, a few thousand employees, an unknown number of daily visitors, acres of space, twenty-



MONDAY

12

THURSDAY

15

TUESDAY

13

FRIDAY

16

☐ Last day for withdrawal from full courses and second term half courses

WEDNESDAY

14

☐ St. Valentine's Day



SATURDAY

17

SUNDAY

18

SECURITY

four buildings, two and one half miles of tunnels and about twenty-nine patrol people dividing three shifts per day.

Security is almost entirely up to the individual.

Corleton is as safe or safer than any part of Ottawa. However, like any part of Ottawa, it is not without crime. Rape, assault, theft and so on do occur occasionally, so don't accept the assumption that you are immune to crime because you are on university property. Take any normal precaution that you might take elsewhere.

University Security: If you are involved in anything that looks like a "police matter", call Security at 231-4444. They'll respond immediately. Security personnel have a tough job. They deal with situations when we are unable to cope. Their jobs would be a lot less difficult if we kissed them on the nose rather than kicked them in the ass.

Unicentre Security: As befits a student-operated building, the Unicentre hires student security staff known popularly as "Turnkeys". Their responsibilities include dealing with any person or situation which can be a threat to users of the building. John McNeil (CUSA Director of Operations) is their boss. If you have any problems from 5 p.m. to 2 a.m. (when the building closes) or all day on weekends, call them at 231-6349 or drop by the Night Desk on the first level of the Unicentre. During the day

call the CUSA office (Room 401 Unicentre) at 231-4380.

Suggestions: Security is an area which concerns everyone. If you have suggestions for improvement or change, the place to go is the University Security Committee. The Committee can be contacted through the Office of the Ombudsman.

SMALL CLAIMS COURT

Small claims court provides an arena for individuals to take civil actions in what was intended to be an informal, humane and relaxed atmosphere. You can present a case yourself or be represented by an "agent" (e.g. Ottawa U. Student Legal Aid, a friend, etc.) instead of a lawyer.

Lost November the jurisdiction of the small claims courts in Ontario was raised from \$400 to \$1,000.

Unfortunately, it is the professionals (collection agencies, etc.) who seem to benefit most from small claims court procedures (less formal than higher courts) and speed (usually no more than three months until a court date).

Don't be intimidated from using the law but definitely get para-legal representation before you go to a small claims court. Most defendants attend unrepresented — and many lose.

STUDENT SERVICES

Student Legal Aid at Ottawa U. will be happy to oblige free of charge. If you do choose to represent yourself, make sure you are prepared. There is a small claims court case back in the library as well as other sources of information. Finally, if you are uncertain of what to do or where to start, drop by the Ombudsman's office.

N.B. Small claims court is listed in the phone book under "Government of Ontario". Small Claims Court No. 7 can be reached at 201-56 Sparks Street, 232-5408.

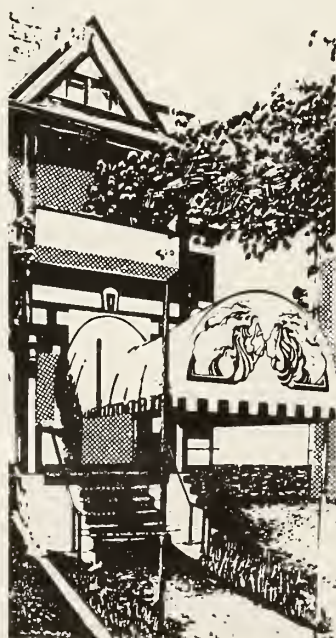
(See also "Legal Aid and Assistance".)

STUDENT SERVICES

This office serves the non-academic needs of students. A number of services which have been established to fill certain specific student needs report to the Dean of Student Services. These include the Awards Office, Counselling, Athletics and Physical Recreation, Overseas Student Advisory Services and Health Services. These are further described in this publication.

The Dean, Norm Fenn, and his staff are available to help students interact with other segments of the university, be they administrators, faculty or simply other people.

When students are unsure of where



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STUDENT SERVICES

to get what, a good place to start is at the Student Services office. The Deon and his staff will provide information on any aspect of student life and help when necessary in terms of the complexities of university life. We are in Room 504, University Centre — telephone 231-3723.

(Submitted by Student Services)

STUDENTS' ASSOCIATION

"Student to Student" — this is the basis on which the Carleton University Students' Association (CUSA) is organized. In a never tiring effort to meet the needs of all Carleton students, CUSA operates a variety of activities and programmes. Every student at Carleton is a member of CUSA and contributes an annual fee to help fund its operations.

Students' Council is the governing body of CUSA. Elections are held each February for the up-coming academic year with by-elections in October when necessary. All students are eligible to vote and run for President, Finance Commissioner and their own faculty representatives. An Executive is chosen from among those elected.

Executive members are responsible for CUSA's efforts in their respective portfolios and each has a budget from

which to work. This year's Executive consists of:

Don Horo
Neil Bregmon
Kirk Folconer
Mike Kolnoy
Abby Pollonetsky
Deb Merinchuk
Saddeigo Holder
Eric Hutchison
Chris Shute

President
Finance Commissioner
Executive Vice-President
Vice-President Community Affairs
Vice-President External
Vice-President Services
Vice-President Academic
Vice-President without portfolio
Co-ordinator of Special Students' Policy



MONDAY

19

☐ Study period

THURSDAY

22

TUESDAY

20

FRIDAY

23

☐ Study period ends

WEDNESDAY

21

SATURDAY

24

☐ Half course supplemental and special examinations end

SUNDAY

25

FEBRUARY 19

1979

FEBRUARY 25

STUDENTS' ASSOCIATION

Council members have an active role in regular council meetings, in working groups which surround each executive portfolio and as leaders in CUSA activities.

The CUSA offices are located on the fourth level of the Unicentre — an ideal spot for you to drop by. Don't be shy about coming in and asking questions or perhaps lending a hand. Your involvement will always be welcome. Students' Council meetings are open and are held regularly every

week. Exact times and locations are posted outside the door of the CUSA offices.

As an organization, CUSA funds or partially funds a wide variety of services, such as the student newspaper (*The Charlantan*), the radio station (Radio Carleton), the Women's Centre, the Peer Counselling Centre, the Office of the Ombudsman, the Education and Research Office, various publications (including this one) and an assortment of clubs and societies across the

STUDENTS' ASSOCIATION

campus, to name only a few. The Unicentre, a central building on campus, is operated by CUSA and includes The Store, a record co-op, The Pub, Health Services, Rooster's Coffee House, The Arts and Crafts Workshop, The Games Room and a number of lounges, among other things.

CUSA also provides a counselling service for students in September. As well, CUSA is involved in committee work with the University Senate. At this level, student interests are represented on issues regarding, for example, the library, student aid, athletic facilities and judicial procedures in the university.

CUSA represents the interests of students on the political level. Decisions made by the federal and provincial governments regarding post-secondary education are monitored and responded to in conjunction with other student associations. CUSA has an expressed commitment to deal actively with political issues involving students such as high student unemployment and government cutbacks on post-secondary education. Conferences, rallies and information sessions concerning external happenings are held to keep students active and informed. CUSA is also a member of the Ontario Federation of Students (OFS) and the National Union of Students (NUS). By maintaining secure ties with other student organizations across Canada, CUSA ensures that student interests are



MONDAY

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THURSDAY

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TUESDAY

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FRIDAY

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WEDNESDAY

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SATURDAY

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SUNDAY

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FEBRUARY 26

1979

MARCH 4

protected.

CUSA has a strong battery of administrative staff in the office. Administrative and financial managers, bookkeepers, secretaries, a programming co-ordinator and clerks are all very necessary to the smooth operation of student-oriented services and programmes offered by CUSA. The Association also employs many students to work in the Store, the Pub and other areas.

CUSA is your Association. A student government is only as effective as its student body is involved and active in campus life. There are many avenues by which students can become involved in the centre of CUSA activities. This is more than just a student government; it is a dynamic involvement, a service-oriented body which deals for and with students to attempt to improve the nature of the university environment. So get involved in your Students' Association — it can be very exciting. (Submitted by The Students' Association)

STUDY SKILLS

Getting through school can be hard work and, of course, you are going to be the one who has to write the exam, read the textbooks, do the research, hand in the essays and so on. If you

start feeling overwhelmed, however, don't give up. A number of services on campus, described below, exist to help you. It's a good idea to check these out early — before you find yourself panicking about mid-term exams and final assignments. Remember, too, that if there's anything in the subject matter or content of a course which you don't understand, a good place to start is by asking your prof. Talk to her/him after class or in regular office hours. All instructors have to choose, and post, a few hours a week when they will be available to talk to students. Think about the following services as well. Some are free; others involve a minimal charge. In all cases, the personnel are experienced and competent to help in their specific study skill area.

The Writing Tutorial Service offers one-to-one tutoring, free of charge, to any student registered in any Carleton Faculty. Instruction, which is free, emphasizes the practical aspects of writing with help for work in progress and work already completed. For information call 231-3847 (English Department Secretariat, Room 1812 Arts Tower) or try 231-6749.

The Mathematics Tutorial Centre provides a free drop-in service, primarily for students in Math courses but open to any Carleton student who needs assistance in the area of

Mathematics. For more information, call 231-5500 or try the Mathematics Department Secretariat.

The Office of Continuing Education (Room 302 Administration Building) and **University Counselling Services** (Room 305 St Patrick's College) co-ordinate a series of study skills courses throughout the year with group programmes in areas such as effective reading, essay writing, effective speaking and systems for study (concentration, memory, time management, etc.). Costs range from \$5 to \$25, for Carleton students, depending on duration. For more information, call Counselling Services at 231-4408.

University Counselling Services also provide individualized help, based on your expressed interests and diagnostic tests, to overcome study difficulties and improve the skills you already have. This service is free to Carleton students. For more information, call the Reading and Study Skills Counsellor at 231-4408.

The Students' Association (C.U.S.A.) sponsors a speed reading course with sessions offered on a regular basis throughout the year. The cost this summer was \$42. For more information call the C.U.S.A. office at 231-4380 or drop by Room 401 Unicentre.

English as a Second Language is a more formal programme of training offered at Carleton. Both session-long

MONDAY

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THURSDAY

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TUESDAY

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FRIDAY

9

☐ Last day for withdrawal from spring term courses

WEDNESDAY

7

SATURDAY

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SUNDAY

11

and intensive courses are offered at three levels of proficiency. The fees, last year, ranged from \$154 to \$385. For more information call the English as a Second Language Programme, Linguistics Department, at 231-5657 or 231-5573.

SUPPLEMENTAL & SPECIAL EXAMS

Permission for supplemental examinations is granted to students according to the rules and regulations in their particular Faculty. Essentially, this means that if you've received an "F" as a final mark, you may have a chance to rewrite the exam. As with any other exam, you can fail. Each application for a supplemental costs \$10.00. Applications may be made at the appropriate Faculty Registrar's Office.

Rules and Regulations:

Arts and Social Sciences — See pp. 62 to 63 of your 1978-79 Calendar
Science — See pp. 354 to 355
Architecture — See p. 323
Industrial Design — See p. 340
Engineering — See p. 300

Important Dates for Supplementals:

September 30 — Last day for applications for Summer Session supplemental and special examinations
October 14 — Summer session

supplemental and special examinations will be held

January 31 — Last day for applications for supplemental and special examinations in first term half-course finals

February 24 — Half-course supplemental and special examinations end

June 30 — Last day of Winter Session supplemental and special examinations

August 7-17 — Supplemental and special examinations may be scheduled as announced.

N.B. *Passing a supplemental exam gives you one grade point [the equivalent of a D-] in Engineering and Industrial Design while in Architecture and in Science and Arts and Social Sciences, the actual obtained on the exam, whether lower or higher than your original mark, is recorded.*

The Faculty of Arts and Social Sciences also allows for "special supplemental examinations" or grade raisers for students who have passed a course. In this case, the exam will cover the full year's work and the new grade, whether lower or higher, will supercede your initial mark. Before you try this, get some counselling. The Arts and Social Sciences Faculties are on a "discredit" system whereby you have only a limited number of permitted "F", "FNS" and/or Supplemental privileges within a degree programme. Exceeding

this limit will create serious difficulties.

In short, read your Calendar carefully and then check in with your Faculty Registrar. Find out exactly what the rules and regulations governing your situation are. (See "Registrars' Offices")

Finally, special provisions may usually be made if illness or some very serious circumstance interferes with your ability to write a final exam. (See "Deferred Examinations")

THE CHARLATAN

The *Charlatan* is Carleton's student newsmagazine. It appears every Thursday during the academic year.

The *Charlatan* gives students the opportunity to investigate all facets of magazine production in a university setting.

Funding for the paper is provided by the Students' Association (CUSA) through an interim body called the Joint Board and through advertising revenue. Editorial content is the responsibility of the editorial board whose names are listed each week in the masthead of the paper. Editorial decisions, priorities and directions are collectively made by this group and the general staff. An open editorial board meeting is held every



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Tom Lodge, *Manager*
 Fran Bernard, *Accountant*

THE CHARLATAN

Thursday to discuss the next week's paper and related matters. The editor-in-chief acts as the central co-ordinator, resource person and referee.

Anyone can become part of *The Charlton*. If you want to write news, sports or feature stories, review the arts, draw graphics, take photographs, edit copy, or help in the production of the paper you are urged to come to *The Charlton's* office (Rm. 531 University Centre) or phone 231-4480.

The Charlton depends on volunteers to help produce the paper every week. In the fall *The Charlton* will be conducting recruitment drives to organize new staff for the year. During orientation week there will be a *Charlton* table in the fourth floor Unicentre to provide information and to sign up new volunteers. If we miss you, be sure and come to our General meeting that will be announced in the first week of classes.

A full member of the national university student news co-operative, Canadian University Press (CUP), *The Charlton* sends and receives news stories from across Canada. Watch for the (CUP) notation in the first line of these stories.

The Charlton does make mistakes, but it also tries to learn from them. To make sure *The Charlton* never becomes what its name implies, come up and become a part of it.
(Submitted by "The Charlton").

UNEMPLOYMENT INSURANCE

At the time of writing, there were some 32,000 people unemployed in the Ottawa area. Needless to say, there are not 32,000 vacant jobs and many job openings are skill-specific, temporary or require extensive experience.

While the Unemployment Insurance

UNEMPLOYMENT INSURANCE

people (now a component of the Canada Employment and Immigration Commission) have devoted a good deal of time and money to advertising programmes warning against "abuse" of U.I. benefits, much less is done to advise individuals of their rights and of the regulations involved. At the same time, the Unemployment Insurance Act has been described as "one of the most byzantine and booby-trapped pieces of legislation you are likely to come



MONDAY

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THURSDAY

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TUESDAY

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FRIDAY

16

WEDNESDAY

14

SATURDAY

17

☐ St. Patrick's Day



SUNDAY

18

MARCH 12

1979

MARCH 18

UNEMPLOYMENT INSURANCE

across". The interlocking rules and regulations which surround every decision on entitlement, benefits and cut-offs, can be complex and frustrating.

If you think you are not being treated equitably, by all means contact one of the legal aid sources available. (See "Legal Aid and Assistance".) Try, as well, to respond as quickly as possible to any requests, letters or perceived problems. If you can convince a U.I. officer of your case, her/his decision can be changed without going through a complicated appeal procedure.

Unemployment Insurance can be reached at:

414 Cooper Street
Telephone: 992-9011

This line is almost always busy. It may be easier to go down to the office in person. The U.I. officers (the people who actually make decisions on your claim) can be reached at 996-9878. If the receptionist tells you to phone the general number, explain that you've already tried and they couldn't answer your question. This will work if your question or problem is reasonably complicated.

We don't have sufficient space here to describe all the U.I. rules and regulations. We will, however, try to outline a few of the basic concepts.

A Qualifying Period is the shorter of 52

weeks before establishing your claim or the time between the beginning of a prior claim and the beginning of the present one. In some cases, you may close one claim and re-open a new one (i.e. if you found a job before actually collecting on your first claim). In many cases, however, you may drop from a major to a minor attachment or lose your eligibility altogether because your benefit period (51 weeks) may run to an end while you are at school.

A Minor Attachment to the work force is a period between 10 and 14 weeks of contributions necessary for benefits. The period varies by region. In Ottawa, at the time of writing, 12 weeks were necessary. If you were working but earned less than the minimum required to make contributions (e.g. at some part-time jobs) this is not calculated. The minimum varies depending on whether you were paid on a weekly or monthly basis. In January 1978, it was \$208 a month. Phone National Revenue, Taxation at 992-7985 or 995-6731 for exact information on premium payment. You may run into difficulties if your employer omits deductions or deducts too little in the form of premiums. Check this on your first pay stub so any errors can be rectified. Note, too, that your benefits will be calculated using part-time as well as full-time insurable earnings. So, if you were lucky enough to have a full-time summer job and then returned to school and found part-

time work, your benefits may be significantly reduced.

A Major Attachment to the labour force is 20 or more weeks of insurable earnings during your qualifying period. This entitles you to sickness benefits and pregnancy benefits. In some cases, your qualifying period may be extended, but attendance at a course is not sufficient unless you were referred to it by a U.I. designated agency.

The Benefit Payable, on U.I., is 66 and two-thirds per cent of your average insurable earnings to a maximum of about \$147.00 weekly. It is not normally possible to receive on advance on your benefits, so if you have totally run out of money and friends to borrow it from, your only option is to apply for general welfare. The west area office (495 Richmond Road, 563-2935) is recommended. The central area office is at 395 Somerset St. West (563-2945).

Availability for Work is necessary to collect regular (as opposed to sickness) benefits. The onus of proving availability for work lies with you rather than the U.I. people. Penalties of disqualification (1 to 6 week suspension of benefits) and disqualification (on indefinite period, 4 or more weeks of which will terminate your claim) may be, and often are, imposed on the grounds of inavailability for work. Proof that you were available is a question of

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MARCH 19

1979

MARCH 25

fact. The longer you are an U.I. the more varied will the definition of "suitable work" become. After your first 8 to 10 weeks of benefits, it is probably safest to try any sort of job at all and assume that most kinds of employment will be considered "suitable". The way to prove you are indeed available for work, is to provide evidence in the form of job searches. The number of job searches necessary seems to vary by region, etc. Newspaper articles suggest that the job search requirement is being de-emphasized. However, again, it would be safest to make 5 to 10 employer contacts per week (many of them in person or in writing) and to keep detailed records no matter how futile it seems.

Appeals against U.I. decisions are automatically available. The first level of appeal is to a 3-person Board of Referees. Appeals to an Umpire (a federal court judge) are also possible in some (but not necessarily all) cases. U.I. invariably tells people that they need not be represented at a Board of Referees' hearing. Although this advice is technically correct, ignore it. The hearings are fairly formal and complicated. If you are dissatisfied or disqualified or have any other possible reason to appeal, immediately contact a source of legal assistance. In addition to those listed under "Legal Aid and Assistance" in this book, your M.P.'s constituency office may also help.

Another useful place is the Ottawa Coalition for Full Employment which runs an advisory service for the unemployed and may be contacted at 238-3267. The Coalition also attempts to organize against unemployment and you may wish to find out about their activities.

Finally, a copy of the Act and the Regulations is available at the Office of the Ombudsman, Room 511, Unicentre (231-6717) as well as at most libraries. Take a look at them. It may come in handy.

UNEMPLOYMENT AND O.S.A.P.

If you are unemployed or under-employed during the summer, you may be able to appeal your required summer savings and receive the difference in the form of a grant.

The provincial government, by its formula, expects you to be able to



MONDAY

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THURSDAY

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☐ Mummy's birthday



FRIDAY

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WEDNESDAY

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SATURDAY

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SUNDAY

1

contribute \$800.00 from your summer earnings. However, only those who are earning \$3.75 per hour or over \$2,400.00 during the summer will be able under the formula to save \$800.00. If you earn less, you are eligible for a grant to make up the difference between the amount you are able to save and the expected saving of \$800.00.

If you are one of the lucky people to be employed this summer, your earnings, whatever they may be, are subject to the government's summer earnings formula. The amount that you are to save is calculated on this basis. If you are eligible to appeal to make up the difference between your real savings and the expected \$800.00, you must keep a detailed budget of your summer spending. Without this budget, you will not be able to appeal. When your appeal is made, it is up to the local student awards officer to decide whether you have spent your money correctly and consequently to decide whether to send your appeal to the government.

Unemployed students, if you appeal, are eligible to receive the full \$800.00 in grant. However, the appeal procedure for the jobless requires more documentation than if you worked over the summer. In order to appeal, you must register with Manpower, obtain a stamped job search form from Manpower, and keep all letters of rejection etc. received from employers. Throughout, you must be actively

looking for work.

In the fall, you may be required to have your job search form signed by a justice of the peace and swear that your job list is correct. Initially, you will appeal to the local student awards officer who will then decide whether you have sufficiently looked for work. If the student awards officer is satisfied, then your appeal is forwarded to the provincial government.

Since this is the first year of the new student aid regulations, it is important that you be familiar with the regulations so that you can take advantage of the benefits offered to you.

If you would like more information on appeals or how to apply for student aid, don't hesitate to contact the Education and Research Office at CUSA. (231-7158) or the Awards office (231-3735).

(Submitted by the CUSA Education and Research Office.)

UNIVERSITY CENTRE

The Unicentre is the Students' Association's largest single operation. It is generally considered a focal point for most student activity on campus. The Unicentre houses meeting places, a multi-purpose hall, and lounges. A list

of the major areas includes:

First Level:

Multi-Purpose Room (Old Music Listening Room): The Multi-purpose lounge provides a quiet meeting area for students or groups. It is also the home of CUSA Council meetings.

The lounge is available for parties and private gatherings by calling 231-4380.

Games Area: Pinball machines, pool, ping-pong for a price. There is a small fee for equipment to play the various games, but it's another good way to relieve the monotony between classes.

Pub: Since the Students' Association acquired a full-time liquor licence, the Pub is open from noon each day. It serves draught beer and mixed drinks at reasonable prices. Every weekend there's entertainment — usually a rock band — and a cover charge.

Second Level:

Cafeteria: This is a gourmand's delight. They do offer fairly edible hot meals, and their salads and pastries are good. Meals sold à la carte. Although they are not terribly expensive, they're not cheap either. Bring your lunch.

Mike's Place: This is a quiet, small

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STUDENT ACCOMODATION

The Ottawa YM-YWCA operates a sixteen-storey coed residence in centre town Ottawa. It welcomes students into its residence. Single and a few double rooms are available. For long term residents the cost is \$30.75 per week for a single room, \$21.50 per person per week for a double room with communal bath.

A variety of services are available. Linen, towels, telephone and coin laundry facilities are provided for all guests. Long term residents have the use of small kitchenettes, and a cafeteria, open seven days a week, is located in the building. Residents may use the pool and recreational facilities during open periods. They may also join physical education and continuing education classes at reduced cost.

The Y is centrally located, one block from the Carleton University no. 7 bus route and within four blocks of most local and express buses. The Voyageur Colonial bus terminal is two blocks away.

For further information, write to the Residence Business Office or phone 237-1320 (ext. 217, 218).

UNIVERSITY CENTRE

lounge run by the Graduate Students Association. It's a nice place to go with a friend or prof to chat over a beer.

Room 209: A small meeting or party room, that is perfectly suited for a group of 20 - 30. This room is available, for a small charge, at 231-4380.

Main Hall: The Main Hall is quickly becoming the centre of all major club activities i.e. movies, dances. This room is available for rent by any student or group by calling 231-4380.

Third Level:

Arts & Crafts Workshop: Courses in printmaking, pottery, woodworking, etc. are offered here for the cost of the materials. As well, anyone can go in and work on their own projects.

Fourth Level:

Box Office: The Box Office has been moved to the store for your convenience. They have lottery tickets, bus tickets, bus passes, N.A.C. tickets, and many others.

Rooster's: What was once a lounge is now a coffee house serving, of course, coffee, tea, and lemonade. Also beer and wine and some mixed drinks are served. On weekends, there is a cover charge for entertainment. Rooster's is a

pleasant relaxing alternative to the Pub.

Students' Association: This is the home of your students' council. Drop by, sit around in the lounge area, and catch what's going on.

The Store: Operated on a break-even basis, the Store tries to sell merchandise at lower prices than regular variety stores. It offers canned goods, cosmetics and toiletries, stationery, magazines and more.

Information Carleton: See "Information"

Fifth Level:

A new addition to the fifth floor last year was the Peer Counselling Centre. Also located on the fifth floor are The Chorlton, CKCU-FM, Ham Radio Club, Travel Agency, Manpower, the Office of the Ombudsman, the Dean of Student Services, the Photography Club, and the Women's Centre.



MONDAY

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THURSDAY

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FRIDAY

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WEDNESDAY

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SATURDAY

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SUNDAY

8

APRIL 2

1979

APRIL 8

Sixth Level:

All you'll find on this floor is Health Services, but that's enough.

The Unicentre security is taken care of by student Turnkeys. As well, all the areas of the Unicentre (with the exception of Health Services) hire students. If you're looking for a part-time job, hirings are done in the fall and the spring.

UNIVERSITY COUNSELLING SERVICES

In your daily life at Carleton you may be faced with personal, educational, or vocational problems which can interfere with your studies, your social relationships, your personal growth, or your ability to plan wisely for the future. If this is the case, come to the

University Counselling Services, or if a fellow student is having problems, tell her/him about us. Don't "wait for things to work out"; the sooner you seek help the faster you can resolve your concerns.

Three professional counselling psychologists are here to meet your needs while you are at Carleton. Some of the main ways that they attempt to do this are by educational, vocational, and personal counselling; assessing abilities, aptitudes, interest, and personality through a variety of psychological tests; offering a study skills program; and providing educational and occupational information. These services are offered both individually and in groups.

All dealings you have with the counselling services are strictly confidential. No information will be released without your consent.

The University Counselling Services is open to all members of the university community. You will find it in room 305 St. Patrick's College with office hours from 9 a.m. to noon and from 1 p.m. to 5 p.m. For further information or for an appointment drop by or call 231-4408. (Submitted by University Counselling Services)

**VENEREAL DISEASE**

This article is condensed from "The V.D.

MONDAY

9

THURSDAY

12

TUESDAY

10

- ☐ Passover begins
- ☐ Last day of classes for winter session courses and second term half courses

FRIDAY

13

- ☐ Good Friday, University closes

WEDNESDAY

11

SATURDAY

14

SUNDAY

15

- ☐ Easter



Handbook" available free from the following:

Health Services
6th Floor Unicef Centre
231-2755

Venereal Disease Treatment Clinic
280 Somerset Street East
234-0747

We could have condensed what we have to say into three sentences:

(1) Even nice people get V.D. (2) Don't be ashamed to ask for regular check-ups even if your sexual activity is limited to one partner (3) If you are diagnosed as having V.D., it is your responsibility to inform (or to allow a medical agency to inform) all those you may have infected immediately so they too can be examined and treated.

Gonorrhea: Transmission is by vaginal or oral-genital intercourse. Symptoms in 80% of women are non-existent; others may have green or yellow-green vaginal discharge. For men, 3 to 5 days after intercourse with an infected partner, there is a white or yellow creamy thick discharge seeping from the opening of the penis. Untreated infection, for both men and women, can lead to sterility. The prescribed treatment is penicillin injection or tetracycline tablets taken orally.

Syphilis: Syphilis is usually, but not invariably, transmitted through vaginal or oral-genital intercourse. A condom is some protection against gonorrhea but not syphilis. The symptom of **primary syphilis** in women is a sore or chancre on the cervix or inner vaginal walls. Since the chancre is often not visible, many women are unaware they have been infected. After oral-genital intercourse, the chancre may appear on lips, tongue or tonsils. Occasionally it develops of minor scratches or bites. In men the chancre usually appears on the glans (head) of the penis or in the groove between the glans and the rest of the penis but it may also appear elsewhere on the penis or on the scrotum. If left untreated, the chancres usually heal by themselves after 1 to 5 weeks. However, the disease continues to develop and the person can pass the infection on to other sexual partners at any stage.

Secondary syphilis, unless there is treatment, develops with a generalized skin rash which does not itch or hurt about 6 weeks after the appearance of the primary chancre. In some cases, lymph glands in the arm and neck become enlarged and rubbery but not painful. In about 25% of cases, there may be general feelings of ill health (with symptoms such as low fever, constipation, headaches, and pains in long bones, joints or muscles). Even

without treatment all symptoms of secondary syphilis disappear in 2 to 6 weeks.

Latent syphilis develops if secondary syphilis is not treated. About two-thirds of untreated people live without any further symptoms of their disease. The remaining one-third develop **Late Syphilis** which can injure the heart and major blood vessels, the spinal cord and the brain and which often results in death. Late syphilis appears 10 to 40 years after infection.

Treatment for syphilis is penicillin injection in buttocks or tetracycline taken orally.

TREATMENT OF SYPHILIS AND GONORRHEA IN EARLY STAGES IS SIMPLE AND EFFECTIVE. IT MAKES SENSE TO SEEK IT AS SOON AS POSSIBLE. BECAUSE V.D. IS OFTEN ASYMPTOMATIC FREQUENT CHECK-UPS ARE RECOMMENDED.

Crabs (Pubic Lice): Transmission is by close physical contact, intercourse, or sleeping in a bed used by someone with crabs. The most obvious symptom is intolerable itching. Some people experience a rash. Lice or their eggs will be found attached to pubic hairs. The treatment is local application of gamma benzene hexachloride available in drug stores as a cream, lotion, or shampoo under the brand name Kwellada. No prescription is necessary.

MONDAY

16

- ☐ Last day for handing in term assignments
- ☐ Final examinations begin



THURSDAY

19

- ☐ Passover ends

TUESDAY

17

FRIDAY

20

- ☐ Last day of spring term classes



WEDNESDAY

18

SATURDAY

21

SUNDAY

22

We tried zero (a cipher) and zoril (a quadruped) and zither (an instrument) and zoar (a sanctuary). Then we settled on "zoetrope" which means "wheel of life". It's your turn. Have a spin. We know you'll do more than just survive.



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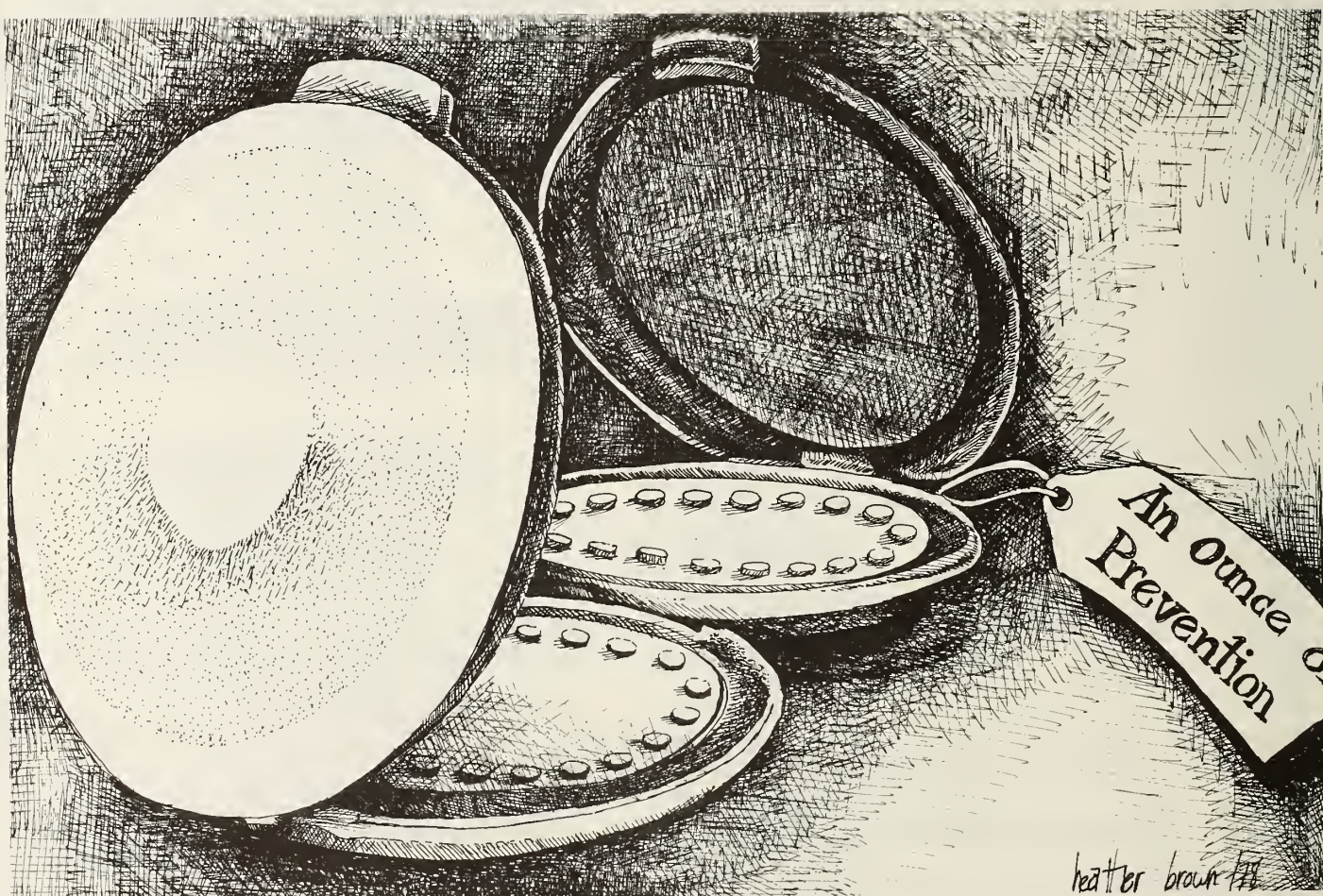
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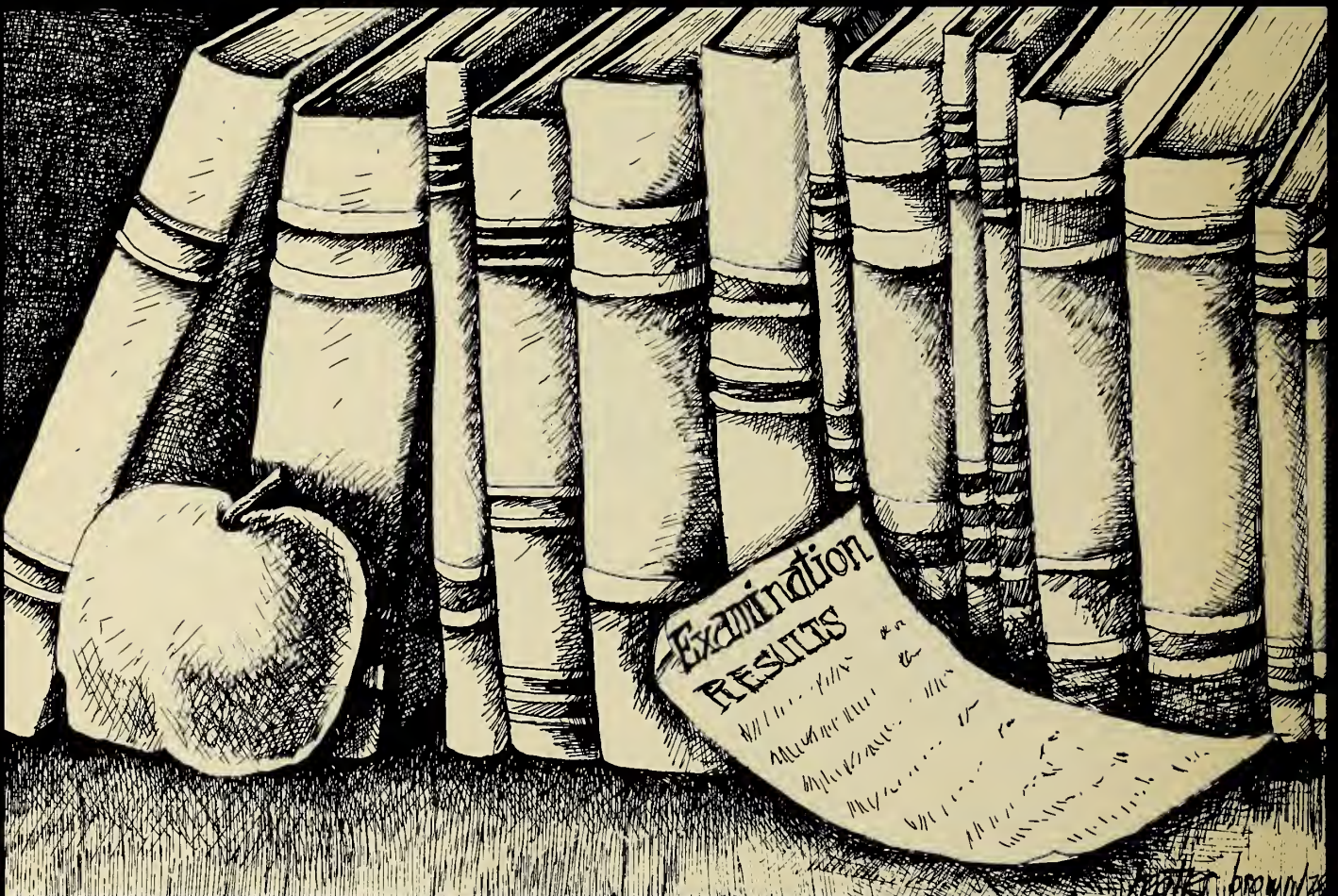
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